

APPLICATION FOR FUNDING

Community Development Block Grant Program
General and Native American Allocation
January 2001

For Fiscal Year July 1, 2001 through June 30, 2002



STATE OF CALIFORNIA
Department of Housing and Community Development
Division of Community Affairs
Community Development Block Grant Program (CDBG)
P.O. Box 942054, MS 390-2
Sacramento, California 94252-2054

Telephone: (916) 445-6000
Fax: (916) 323-6016
Website: www.hcd.ca.gov

STATE OF CALIFORNIA
GRAY DAVIS, GOVERNOR

BUSINESS, TRANSPORTATION AND HOUSING AGENCY
MARIA CONTRERAS-SWEET, SECRETARY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
JULIE BORNSTEIN, DIRECTOR

Division of Community Affairs

William J. Pavão, Acting Deputy Director

Community Development Block Grant Program
General and Native American Allocation

Allen Jones, Program Manager

Program Staff

Stuart Baker
Harry Faris
Sharon Fleury
Mimi Kawaguchi
Rhoda Moser
Sally Verdin
Joan Ruggirello, Program Secretary

TABLE OF CONTENTS

INTRODUCTION	Page Number
• Contents of the Application.....	1
• Timelines.....	1
• Instructions for Submitting the Application.....	2
• General Administration and Activity Delivery Percentage Limitations.....	4
• State Objectives.....	6
APPLICATION SUMMARY FORM	7
CERTIFICATIONS AND DOCUMENTATION	15
• Growth Control	
• Housing Element Status	
• Citizen Participation	
• Resolution of the Governing Body	
• Statement of Assurances	
• Environmental Certification	
• Maps	
ACTIVITY DESCRIPTION FORMS.....	18
green:	Housing--New Construction
pink:	Housing--Acquisition
tan:	Housing--Rehabilitation
blue:	Public Services
goldenrod:	Community Facilities
yellow:	Public Works
gray:	10 Percent Set Aside
CHECKLIST OF ATTACHMENTS TO THE APPLICATION.....	85
APPENDICES.....	86
A Housing Element Self-Certification Language	87
B Survey Techniques for Targeted Income Group Benefit & 2000 Income Limits.....	88
C Statement of Assurances	103
D Sample Resolution of the Governing Body	107
E Cost Categories for General Administration, Activity Delivery, and Program Loan/Activity.....	109
F Census Data Centers.....	111

G	Sample Census Tables	112
---	----------------------------	-----

Introduction

Contents of Application

The Application is divided into three sections. Most entries are self-explanatory. Where Instructions are needed, they are located in front of each section of the Application.

Section	Content
Application Summary	<ul style="list-style-type: none">• project summary, beneficiary information• local contacts, legislative representatives• program income information• applicant performance/capacity• signature block on page 14
Certifications and Documentation	<ul style="list-style-type: none">• attachment area for certifications, maps, authorizing Resolutions
Activity Description forms	<ul style="list-style-type: none">• color-coded by categories of eligible activities• proposed activities/description and documentation of need• project budget data

Timelines

Activity	Date
NOFA Release Date	December 22, 2000
Application Release Date	January 8, 2001
Application DEADLINE	April 13, 2001
Housing Element self-certification	June 8, 2001
AWARDS ANNOUNCED	July 2, 2001

Instructions for Submitting the Application	Applications must be received in the Department by 5:00 p.m. on April 13, 2001 or postmarked with that date. Late or incomplete applications will not be considered for funding. Telefaxed applications are not acceptable. Additional information that would enhance competitiveness will not be accepted after the application deadline. The Department reserves the right to request additional information as a special condition to the grant agreement.	
	What	Instructions
	COPIES:	<ul style="list-style-type: none"> • submit 2 complete sets of the application and all attachments, PLUS • send one additional copy each of <ul style="list-style-type: none"> • the authorizing Resolution(s) • Census tables for housing activities • send 2 additional copies of the Application Summary Form
	PACKAGING:	<ul style="list-style-type: none"> • place each copy of the application and attachments in an appropriate sized, 3-ring loose-leaf binder Place an identifying label on both the cover and spine of the loose-leaf-binder • Paginate every page • Use tabbed pages or other clearly-marked separating devices to label attachments--<u>do not use adhesive stickers or flags--these devices are easily misplaced or lost</u> • Provide a Table of Contents to your application
	BEFORE YOU MAIL THE APPLICATION	<ul style="list-style-type: none"> • Check the application for completeness • Make sure all the attachments are included • Attach the Checklist of Attachments - make sure all the blanks have been filled in, make a page number entry for each attachment • Date and sign the application on page 14

HOUSING ELEMENT SELF-CERTIFICATION	<ul style="list-style-type: none"> If you are sending in the housing element self-certification with the application, be sure to so check on the Checklist of Attachments. If you send it in under separate cover, the Department <u>must receive it</u> (postmarks are not acceptable) by <u>June 8, 2001</u>.
MAILING INFORMATION	<p>Mailing Address:</p> <p>State Community Development Block Grant Program Department of Housing and Community Development P. O. Box 952054, MS 390-2 Sacramento, CA 94252-2054</p> <p>Street Address:</p> <p>1800 Third Street, Room 390 Sacramento, CA 95814</p>
FOR FURTHER INFORMATION:	<p>Telephone: (916) 445-6000 Fax: (916) 323-6016 Website: www.hcd.ca.gov</p>

**General
Administration
and Activity
Delivery
Percentage
Limitations**

Part of this application consists of tables in which we ask applicants to allocate the grant funds that will be spent on general administration of the grant and on “activity delivery” (activities related to direct implementation of the grant). Applicants may choose to make a commitment of local funds in these cost categories as a means of achieving points under the scoring category of Leverage (see NOFA for more information about the scoring categories).

CDBG has established limits on the amount of funds that can be requested for general administration and activity delivery.

• **General Administration (GA)**

GA includes costs for general grant administration, such as office space and equipment, accounting/fiscal, travel, and program reporting to CDBG. See Appendix E for cost categories. Under Federal and State law, the Department may allow grantee jurisdictions up to 7½ percent of their CDBG funds for GA. However, jurisdictions are not prohibited from committing additional local, non-CDBG resources to GA beyond the 7½ percent.

Applicant jurisdictions will receive points for local administrative contributions, not to exceed 10 percent of the grant amount. This 10 percent calculation will take into account the CDBG dollars requested for GA, as illustrated in the following examples.

Example	
<p>Example 1</p> <p>7½ percent CDBG and 2½ percent local funds</p>	<p>Jurisdiction A requests \$500,000 and proposes using 7½% of the CDBG award (\$37,500) for general grant administration. Jurisdiction A could receive competitive credit for up to \$12,500 in local administrative services contributed to the grant per the following formula:</p> <p>\$50,000 = 10% of the \$500,000 grant \$37,500 (7½% CDBG) + \$12,500 (2½% Local Commitment) = \$50,000</p>

Example	
<p>Example 2</p> <p>A portion of CDBG and a greater portion of local funds</p>	<p>If Jurisdiction B proposes using less than 7½% of the CDBG grant for general administration, it may receive credit for committing up to the 10% total as illustrated below:</p> <p>Jurisdiction B requests \$500,000 and proposes using 5% of the CDBG award (\$25,000) for general grant administration. Jurisdiction B could receive competitive credit for up to \$25,000 in local administrative services contributed to the grant per the following formula:</p> <p>\$50,000 = 10% of the \$500,000 grant</p> <p>\$25,000 (CDBG) + \$25,000 (Local Commitment) = \$50,000</p> <p><i>Note: Jurisdiction B would be more competitive than Jurisdiction A in the category of local leverage if these were the only local contributions.</i></p>

- **Activity Delivery (AD)**

AD means the costs associated with carrying out the activity, such as marketing, eligibility determinations, preparing loan documents, preparing final plans and specifications, etc. The amount of grant funds that can be allocated to Activity Delivery varies depending on the proposed activity. See Appendix E for guidance on cost categories. The percentage amount is calculated on the amount requested for the activity, not the total grant amount.

Housing - New Construction	8%; 12% if difficult labor standards
Housing – Acquisition	8%; 12% if difficult labor standards
Housing – Rehabilitation	18%
Community Facilities	8%; 12% if difficult labor standards
Public Services	8%
Public Works	8%; 12% if difficult labor standards

Note: “Difficult labor standards” means multiple subcontractors and/or numerous trades.

**State
Objectives**

The State objective points for Worst Case Housing Needs and Infrastructure, as described in the NOFA, are only available in conjunction with certain activities. Please propose projects related to Worst Case Housing Needs or Infrastructure only as noted below in the “Yes” columns.

Worst Case Housing Needs

Activity Type	Yes	No
Housing - New Construction	√	
Housing - Acquisition	√	
Housing - Rehabilitation	√	
Community Facilities		√
Public Services		√
Public Works		√

Infrastructure

Activity Type	Yes	No
Housing - New Construction	√	
Housing - Acquisition		√
Housing - Rehabilitation		√
Community Facilities		√
Public Services		√
Public Works	√	

APPLICATION SUMMARY FORM--INSTRUCTIONS

The Application Summary Form has 4 parts. Most of the blanks are self-explanatory. Information has been provided where needed for clarification.

PART A. APPLICANT

Type of Application

- Joint application: more than one jurisdiction may apply, but the maximum total annual grant amount is \$500,000 (or \$1,000, 000 if for two funding cycles)
- One funding cycle: maximum grant amount is \$500,000; contract term is 30 months
- Two funding cycles: maximum grant amount is \$1,000,000; contract term is 30 months from award of second year funding

Performance/Capacity

Check only for grants from the General/Native American Allocation. If you had only Economic Development and/or Planning and Technical Assistance grants, check no.

Legislative Representatives

If the applicant is in more than one district, list all of the district numbers. For the California state legislators, enter the room number of their Sacramento Capitol office location. For the U.S. Congressional legislator(s), enter the Washington, D.C. office building and its corresponding address where the legislator can receive notice of a funding award. The Department will notify all legislators of funding decisions.

PART B. FUNDING AND PROJECT INFORMATION

Activity/Requested Amount

Itemize the funds requested for each category. The total of all lines must equal the amount requested in Part A. You may apply for as many activities as you choose.

- Entries for specific activities: please anticipate the predominance of funds to be spent on single-versus multi-unit Rehabilitation projects. It is preferable for you to request all rehabilitation funds for this predominant unit type. If you split rehabilitation between the two unit types you will be required to request funds and report by both unit types. For the three housing-related activities, estimate the dollar amounts to be spent on owner- and renter-occupied units. For the remaining activities, enter the proposed amount to be spent on the activity. If proposing more than one.

Line 9. 10% Set-Aside up to 10% of the activity funds requested (i.e., all funds requested except general administration) may be used for one complementary CDBG eligible activity/project. This activity/project must have at least 51% benefit to targeted income group households or persons. The activity will not be ranked in the State's scoring process.

Census Data:

Census data are needed for each proposed activity. If you are proposing more than three activities, please duplicate the table on page 13 as needed to provide complete information.

Check whether the proposed activity will be jurisdiction-wide or confined to a target area. If you check jurisdiction-wide, fill in the Census tract data, but do not provide Block Group data.

If you checked target area, select the smallest unit of census data that encompasses your proposed target area. If your target area is completely within a Census Block Group, identify that Block Group. If your target area crosses boundary lines for more than one Census Block Group, identify all of those Block Groups.

Proposed Activity(ies) and Beneficiaries by Income Group

This part of the form provides information on the proposed total number of projects and beneficiaries during the term of the grant. For sub-columns (1) and (2) of the three income group categories, enter only the number of projects and beneficiaries for that specific income group. Proposed activities may not exclude benefit to the lowest Targeted Income Group (TIG). See Appendix B for a list of income limits by County. Include the beneficiaries of any 10% complementary set aside activity, if applicable.

- A. Non-TIG. Section A. of this form is just for households with incomes at 81% and above of the median (non-TIG) If CDBG funds will be used in a project where non-TIG households will benefit, then show those non-TIG household numbers on this chart. If non-TIG households will not be part of a project, then do not enter any data in column A.
- B. TIG. Enter the number of projects and the number of beneficiaries whose incomes are between 51 and 80% of the county median income (targeted income group).
- C. LTIG. Enter the number of projects and the number of beneficiaries whose incomes are 50% or less than the county median income (lowest targeted income group). You may not enter a zero in this column. Proposed activities may not exclude benefit to the LTIG group.

Clarification for sub-columns (1) and (2) under columns A., B., and C.:

Housing--New Construction, Housing--Acquisition, Housing--Rehabilitation, and Public Works:

Subcolumn (1) = number of households to benefit

Subcolumn (2) = number of occupants to benefit

Note: For Housing - New Construction, Housing - Acquisition, and Housing - Rehabilitation, please separate the data by owner occupied and renter occupied.

Community Facilities and Public Services:

Subcolumn (1) = number of projects anticipated

Subcolumn (2) = number of users to benefit

PART C. PROGRAM INCOME

Program Income (PI) is revenue received from prior CDBG grants. If you are unsure about whether you have program income, contact a CDBG Representative.

Uncommitted PI means PI on hand in local Revolving Loan Funds that has not been committed by local Resolution or loan committee action for specific projects.

For any PI entered here, be sure that the total is the combined total of all PI generated and/or committed from both G/NA and Economic Development grants.

The CDBG National Objectives are: Targeted Income Group benefit, Slums and Blight, and Urgent Need.

PART D. OFFICIAL(S) AUTHORIZED TO SUBMIT APPLICATION

The application must be signed and dated by an authorized representative of the jurisdiction submitting the application. For joint applicants, a representative from each jurisdiction must sign and date the application.

Application Summary Form 2001
CDBG-G/NA

PART A. APPLICANT

Applicant: ☐ City of _____ located in the County of _____

☐ County of _____

Total amount of funds requested \$ _____

Official authorized to sign the Grant Agreement per the Resolution:

Name (Last) (First) (MI)

Title

Mailing Address (Street or P.O. Box) (City) (State) (Zip)

Staff Contact Information:

Name (Last) (First) (MI)

Title

Mailing Address (Street or P.O. Box) (City) (State) (Zip)

Telephone Number Fax Number E-Mail Address

() ()

Program Operator/Other Contact Information

Name (Last) (First) (MI)

Title

Mailing Address (Street or P.O. Box) (City) (State) (Zip)

Telephone Number Fax Number E-Mail Address

() ()

Type Of Application☐ On Applicant's Own Behalf☐ Joint Application☐ For One Funding Cycle☐ For Two Funding Cycles

For Funding from the:

☐ General Allocation☐ Native American Allocation

Name of non-Federally recognized tribe _____.

The Native American population within the target area exceeds 51% of the target area, which is known as ____
(enter the name of the rancheria or neighborhood)**Performance/Capacity**

1. Do you have any CDBG General/Native American Allocation, non-Planning and Technical Assistance, grants for the years 1997, 1998, or 1999?

☐ Yes. Skip to Legislative Representatives. ☐ No. Continue to question #2 below

2. If funded from this application, how will you administer the grant? You must attach supporting documentation for this part of the application.

☐ With in-house staff only. (*Attach resumes and duty statements of staff who will be performing the work.*)

☐ With program operator services only. (*Attach a letter of interest from a program operator that includes a brief description of experience administering CDBG projects. Neighboring jurisdictions that have previously administered a CDBG project are considered program operators for purposes of this question.*) *If funded, the Grantee will be required to enter into a contract or subrecipient agreement, as applicable, with the program operator.*

☐ Some combination of in-house and program operator services. Describe below. (*Attach resumes, duty statements, letter, etc. as indicated above.*)

Legislative Representatives

Member of the Assembly	State Senator	Member of Congress
1. District No.	1. District No.	1. District No.
2. Name:	2. Name:	2. Name:
3. Capitol Room #:	3. Capitol Room #:	3. Office Bldg. And address:
1. District No.	1. District No.	1. District No.
2. Name:	2. Name:	2. Name
3. Capitol Room #:	3. Capitol Room #:	3. Office Bldg. and address:

PART B. FUNDING & PROJECT INFORMATION	
Activity	Requested Amount
1. General Administration (<i>limited to 7½% of total amount requested</i>)	\$ _____
2. Housing - New Construction	\$ _____ Owner-Occupied \$ _____ Renter-Occupied \$ _____ Activity delivery Total \$ _____
3. Housing - Acquisition	\$ _____ Owner-Occupied \$ _____ Renter-Occupied \$ _____ Activity delivery Total \$ _____
4. Housing Rehabilitation - Single Unit	\$ _____ Owner-Occupied \$ _____ Renter-Occupied \$ _____ Activity delivery Total \$ _____
5. Housing Rehabilitation - Multi Unit	\$ _____ Owner-Occupied \$ _____ Renter-Occupied \$ _____ Activity delivery Total \$ _____
6. Community Facilities	\$ _____ \$ _____ Activity delivery Total \$ _____
7. Public Services	\$ _____ \$ _____ Activity delivery Total \$ _____
8. Public Works	\$ _____ \$ _____ Activity delivery Total \$ _____
9. 10 Percent Set-aside (<i>May not exceed 10 Percent of activity dollars</i>)	\$ _____
TOTAL	\$ _____

Census Data

Proposed Activity (enter activity name from previous page) _____ is:

☐ Jurisdiction-wide

☐ Target Area.

☐ Enter Census Tract numbers: _____

☐ Enter Census Block Group numbers (only for Target Area projects): _____

Proposed Activity (enter activity name from previous page) _____ is:

☐ Jurisdiction-wide

☐ Target Area.

☐ Enter Census Tract numbers: _____

☐ Enter Census Block Group numbers (only for Target Area projects): _____

Proposed Activity (enter activity name from previous page) _____ is:

☐ Jurisdiction-wide

☐ Target Area.

☐ Enter Census Tract numbers: _____

☐ Enter Census Block Group numbers (only for Target Area projects): _____

Proposed Activity(ies) and Beneficiaries by Income Group						
Activity	A. 81% and Above (Non-TIG)		B. Between 51% - 80% (TIG)		C. Below 50%(LTIG) (There must not be a zero in this section.)	
	(1) Total # of households/projects	(2) Total # of persons to benefit	(1) Total # of households/projects	(2) Total # of persons to benefit	(1) Total # of households/projects	(2) Total # of persons to benefit
Housing-New Construction #owner-occupied:_ #renter-occupied: _						
Housing-Acquisition #owner-occupied:_ #renter-occupied: _						
Housing Single - Unit Rehabilitation #owner-occupied:_ #renter-occupied: _						
Housing Multi - Unit Rehabilitation #owner-occupied:_ #renter-occupied: _						
Community Facilities						
Public Services						
Public Works						
10% Set Aside						

PART C. PROGRAM INCOME

1. Enter the total amount of Program Income on account locally as of March 31, 2001: \$_____
2. Total committed Program Income (total of a., b., and c., below) \$_____
 - a. Enter the amount of the above Program Income that has been committed to specific projects not listed in b., or c., below: \$_____
 - b. Enter the amount of C.2. that has been committed to activities/projects proposed in this application: \$_____

Specify which activity/project(s), and the amount(s) committed to each:

- c. Enter the amount of C.2. that has been committed to be used with this grant for different activities than those proposed in this application: \$_____

Briefly describe the activity(ies), the CDBG National Objectives to be met and the amounts proposed to be funded by Program Income:

3. Enter the amount of uncommitted CDBG program income (C.1. minus C.2): \$_____

PART D. OFFICIAL(S) AUTHORIZED TO SUBMIT APPLICATION

1. Name (Print)	Title
Signature	Date
2. Name (Print)	Title
Signature	Date

Certifications and Documentation
2001 CDBG G/NA

Complete the documentation below. Place all backup information and authorizing documents into this section of the application.

Growth Control. *This information is required.* Has the applicant enacted limitations on residential construction, which limitations are not establishing agricultural preserves, not imposed by another agency, or not based on a health and safety need?

☐ Yes ☐ No

Note: If the applicant has a General Plan, ordinance, or other measure which directly limits by number either the building permits which may be issued for residential construction, or buildable lots which may be developed for residential purposes, and the measure does not meet any of the exceptions found in the Program Regulations, Section 7056(b)(2)(B), check "yes" and attach a copy of the measure with this application.

Housing Element Status. *This information is required.* Has the applicant submitted an adopted housing element to the department?

☐ Yes.

If yes, complete and attach a self-certification that the housing element is in procedural compliance with State housing element law. See Appendix A for the required self-certification form language.

☐ No

NOTE: The Department will not award funds to any applicant who has not submitted the self-certification by June 8, 2001. The self-certification must be received by HCD, not postmarked, by June 8. No extensions will be granted beyond that date.

Written Comments/Responses received and responded to prior to application. ***This information is required.***

The Program's Public Hearings/Citizen Participation requirements are described in the 2000 CDBG Grant Management Manual, Chapter 18. If a jurisdiction received written comments as part of the public hearings process prior to submitting the CDBG application, a copy of the comments must be submitted with the application. Use this section of the application to make sure you have met this requirement.

- Did the jurisdiction receive written comments during the public hearings process prior to submitting this application?

☐ Yes ☐ No

If you checked yes, attach a copy of the comments and of the jurisdiction's response to those comments. Be sure to make an entry on the Checklist of Attachments.

Resolution of the Governing Body. *This document is required.* See sample in Appendix D. The Resolution submitted with this application must be a certified copy of the Resolution. It must authorize

submission of the application, approve the application's contents, and authorize its execution (and any amendments thereto). CDBG strongly recommends that applicants use the suggested language in the sample form.

Statement of Assurances. *This document is required.* All applicants must use the form provided by the State (See Appendix C).

NEPA Environmental Certification. If funded, the applicant must prepare a Finding of Exemption before beginning its general administration activities, including studies or design work necessary to complete higher-level NEPA reviews. CDBG-funded public service activities also require completion of a finding of exemption. Such services are exempt under Part 58.34 of the Federal environmental regulations pertaining to CDBG recipients. The jurisdiction may choose to provide this environmental certification with this application. If this application is funded, provision of this certification will expedite commencement of general administration and public service activities upon execution of the State contract. Additional environmental review documents will be needed after contract execution for other activities that are not exempt under 58.34.a.1 through 58.34.a.11.

Finding of Exemption

It is the finding of the City/County of _____ that the activities proposed in this application for State Community Development Block Grant funds are exempt from environmental review requirements under NEPA because they are defined as exempt activities in 24 CFR Part 58.34. The activity(ies) judged exempt consist(s) of:

Brief Description of Activities:	NEPA Citation
_____ General Administration Activities	_____ 58.34 (a) (3)
1. _____	_____
2. _____	_____
3. _____	_____

Print Name of Authorized Official

Title

Signature

Date

Location Maps. *This information is required.* Please read the instructions below and return the requested information with your application. **If you are proposing multiple activities, please provide separate maps for each one.**

- **Ethnic/TIG concentration maps.** Based on the applicant's knowledge of the area and available data, provide a map of the jurisdiction that shows:
 - the location of concentrations of non-white persons and Hispanic persons within the entire city or county, and
 - the location of concentrations of targeted income group families within the jurisdiction.
- **Native American population.** If this application is for funding from the Native American Allocation, the population of Native Americans in the target area must be at least 51 percent of the total population in the target area. Attach documentation or self-certification of the required percentage.
- **Location map.** The location maps must be legible and must include:
 - the numbers and boundaries of census tract(s) or census block group(s) within which CDBG funds will be spent, and
 - the general location of the proposed activities, including geographic boundaries of the target or service areas covered by each activity.
- **Project site map.** For site specific activities, include a project site map which shows:
 - location and size of existing and proposed infrastructure (road, water, sewer, etc.), if applicable or pertinent

ACTIVITY DESCRIPTION FORMS

This section of the application contains five color-coded sets of forms with Instructions. Most entries are self-explanatory. Where instructions are needed, they are located in front of each color-coded section.

Green:	Housing--New Construction
Pink:	Housing--Acquisition
Tan:	Housing--Rehabilitation
Blue:	Public Services
Goldenrod	Community Facilities
Yellow:	Public Works
Gray:	10 Percent Set-aside

How to proceed:

1. Select the category of activity you wish to propose. You may apply for more than one activity.
2. Pull the appropriate color-coded sections of the application for the activities you are proposing. Please review the Instructions before filling out the forms.
3. Complete all parts of the application. Photocopy additional pages as needed.
4. Review the Checklist of Attachments to be sure you have included all the required and necessary documentation.

Activity Description Form for Housing New Construction

A. NEED FOR THE ACTIVITY.

1. Eligible uses of funds. Applicants should refer to the NOFA and Federal Regulations for more information on the items listed as potential housing new construction uses for CDBG funds. Restrictions apply to using CDBG funds for New Construction. Please contact your CDBG Representative if you have any questions about these listed items.

Notes for specific items:

- Activity costs -- Actual construction costs or site improvements, or site improvements to publicly owned land. These activities are allowed only under the limited conditions found in the NOFA, Appendix C.
 - Soft costs--applications for funding of project. Under certain conditions, applicants may use CDBG General Administration funds to pay for the costs associated with applying for other funding commitments for this project. Any applicant who intends to apply for other funds for the proposed project will be subject to special conditions in the state contract regarding the timeframes for obtaining these other commitments.
 - Soft costs--processing fees. Under certain conditions, applicants may use CDBG General Administration funds to pay processing fees. The Federal Regulations describe these as fees associated with processing of applications for mortgage or insured loan commitments under programs including those administered by HUD, U. S. Department of Agriculture, Federal National Mortgage Association (FNMA), and the Government National Mortgage Association (GNMA).
2. Description. Project description, State objective points, site control, and environmental clearance information.
 - a. Narrative Description. Provide a brief narrative about the proposed project. Give information about the use of CDBG funds, what the total project will cost, the number of units, and a breakdown of the projected TIG and LTIG beneficiaries.

If you are proposing a combination of activities or uses, explain all aspects of these combinations. If you are proposing a multi-year project, explain why the activity cannot be accomplished in one funding cycle. If the proposed activity is part of a larger project, please describe the whole project and how the CDBG-funded portion fits into that project. Remember that the completion of construction and occupancy by the TIG/LTIG beneficiaries must occur by CDBG contract expiration.

Single-family example: The City of XYZ will use the \$500,000 to increase the capacity of water and wastewater mains in support of the development of 22 self-help homes for 15 TIG and 7 LTIG households. The CDBG funds will be used as part of a \$3.5 million, 50-unit, self-help subdivision being constructed in the northwest portion of the City. Other funds are being provided by USDA-RD and the ABC Bank Community Reinvestment fund.

Multi-family example: The City of UVW will use the \$300,000 to assist the NP Housing Development Corporation (NPHDC) to purchase a site on which it will develop 30 units of senior citizen rental housing for 10 LTIG and 20 TIG households. The balance of funding for this \$2,500,000 project will be provided by a HUD 202 grant (\$2,000,000), FHLB Affordable Housing Program (\$150,000) and NPHDC's developer equity (\$50,000).

- d. Environmental Clearance. Describe the actual (if known) or estimated level of National Environmental Policy Act (NEPA) environmental clearance. Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities. New Construction frequently requires a higher level of NEPA environmental clearance than other types of community development activities.

If you already have a NEPA environmental review record (ERR) for your proposed project that was prepared by or for another agency (e.g., USDA-RD), that ERR may or may not satisfy environmental review requirements for HUD purposes for this grant application. Please contact your CDBG representative for further guidance on avoiding ERR duplication.

3. Overpayment. You must use 1990 Census data for this number. Overpayment data are available in the 1990 Census Summary Tape File 3A, Table H50 (see sample of this table in Appendix G). If you are unable to obtain this Table, please ask your CDBG Representative for a copy.
4. Overcrowding. Overcrowding means 1.01 or more persons per room. You must use 1990 Census data for this number. Overcrowding data are available in the 1990 Census Summary Tape File 1A, Table H21 (see sample of this table in Appendix G). If you are unable to obtain this Table, please ask your CDBG Representative for a copy.

5. Need for New Units.

- a. Vacancy Rate. CDBG will allow the designation of Target Area for this activity only for County applicants where the proposed project is in a geographically isolated area of the county. Recent surveys or Census data are acceptable documentation.
- b. If you use 1990 Census data, refer to the Census Summary Tape File 1A, General Profiles (see sample of this table in Appendix G) for the jurisdiction-wide vacancy rates by tenure type. If you wish to use Census data but are unable to obtain the required Table, please ask your CDBG Representative for a copy.

7. Supplemental information. If the Census data for Overpayment or Overcrowding do not accurately depict your community's need in those categories, please attach third-party documentation, if available, showing your community's worsened needs in either of those categories and tell us the page number. Such supplemental information may not be older than five years from this year's application filing date and must be specific to the community. Vacancy rate data cannot be supplemented, as recent surveys are already allowed as noted above under "Need for New Units."

B. TARGETED INCOME GROUP BENEFIT

1. In the space provided, enter the percentage of the total project beneficiaries who would be TIG households.
2. Compare the percent of benefit to TIG households with the percent of CDBG dollars relative to the total development cost (TDC). For example, a potential \$1,000,000 project may be designed to set aside 40 percent of the finished project for TIG households. If the applicant is requesting \$400,000 of CDBG funds, which is 40 percent of the TDC, then the application meets the test that the percent benefit to TIG households is equal to or greater than the percent of TDC that CDBG dollars represent.

C. LEVERAGE

1. **Other funding commitments--general information.** The Department will award points in two categories of leverage: local financial contributions and private financial contributions.

- All leverage must be contributed during the term of the CDBG contract.
- If the leverage is committed by an entity which receives State or Federal funding, explain the source of the leverage funds.

If the contributed funds were derived from a State or Federal source but have lost their identity as such, submit documentation to this effect to have the funds counted as leverage.

- Value of real property. If site control and value are well documented, we will count the entire value of real property as leverage in a housing new construction project. However, we will not double-count this value by also counting any loans that will be used to purchase this land.

Establishing the value of real property. Appraisals which are less than one year old are the preferred documentation for establishing the value of real property. Alternatively, the County Tax Assessor's value may be used, as documented on a property tax bill or equivalent document.

- All leverage must be directly linked to the CDBG activity for which funds are being sought. For example, the commitment of operating subsidies or supportive services will not count as leverage if CDBG funds are being sought for the development of a rental housing new construction project.
- We will not double-count construction and take-out financing for a project-- please specify which of these commitments, and in what amount, you want counted towards leverage.

- a. **Local leverage.** Clearly identify the local source of funds and give the dollar amount as shown in the local Resolution. Write in the number of the Resolution and attach an adopted, signed, and dated copy.

- Local Redevelopment Agency funds are an acceptable local contribution. If you use these funds, you must attach a separate Resolution from the RDA.
- Show only those funds that originated at the local level; do not show funds that came from State or Federal sources.

- If the applicant is a City and the County in which that City is located makes a contribution to this application, the County funds will be counted as a local contribution (as long as the source of County money is not State or Federal funds).
- Program Income from prior CDBG grants may not be used for local leverage.
- In-kind contributions. Jurisdictions may choose to contribute some form of in-kind services. This could be staff time or the value of other administrative services. If you use in-kind, specify the dollar value and whether and how much you are contributing to General Administration (GA) and/or Activity Delivery (AD). See Introduction section of Application for information on percentage limits for GA and AD.
- Fee waivers. If the local contribution includes fee waivers, show the cost of the fees being waived on this chart.
- The Welfare Property Tax Exemption will not be allowed as leverage because it is not discretionary.
- Fee deferrals. If the local contribution includes fee deferrals, the leverage value of the deferrals will be based on “net present value,” for the period of the deferral, at the approximate cost of funds. Please attach your calculations if applicable.
- Infrastructure improvements. If the jurisdiction proposes infrastructure improvements as a local contribution, this work must be related to the proposed CDBG activity. For example, if a jurisdiction proposes to use redevelopment agency revenues to fund infrastructure improvements in the jurisdiction, points will only be awarded if these improvements are done in conjunction with the CDBG-funded activity.

Points will not be awarded if the CDBG activity is in one section of a jurisdiction and infrastructure improvements are being done in another part of the community. In the section of this application where you describe the proposed activity, tell us how this local complementary activity is related to the CDBG activity.

- Highway Users Taxes (gas taxes). If the jurisdiction proposes to use gas taxes in support of a housing new construction activity, the identified gas tax amount must be restricted to either: 1) the street(s) on which CDBG-assisted units will be located, or 2) work reasonably required as a condition of project development approval.

- b. **Private leverage.** Clearly identify all sources of private leverage. Enter the dollar amounts being contributed and make sure the amounts in the chart match the amount on the letters of commitment (i.e., do not just indicate "contribution of materials;" specify the dollar value of the contribution). Enter the date of the commitment letter and attach a copy of the letter (letters must be recent--within six months of submitting this application). Commitment letters must be on the funding source's letterhead.
- Funds from private organizations (including non-profits). If a non-governmental organization is contributing funds and the source of those funds is State or Federal funding, the contribution will not be counted. Be sure to clearly indicate the source of such contributions.
 - Sweat equity contributions. Sweat equity is based on hours worked and will be valued at \$10 per hour.
 - The leverage value of developer fee deferrals will be based on "net present value" for the period of the deferral, at the approximate cost of funds. Please attach your calculations if applicable.
 - Contributions to a project from a program administrator may be a conflict of interest and taint a competitive procurement process. Please contact your CDBG Representative to discuss this if you anticipate contracting out program administration and a contribution from a potential administrator is anticipated.
 - Other potential private leverage sources include, but are not limited to: the Federal Home Loan Bank Board Affordable Housing Program (AHP), conventional lenders, donated material, and foundation grants.

2. **Sources and Uses form.**

Sources. The major funding sources are printed on the form. The amounts and sources for local and private contributions should match the information provided on leverage tables 1.a. and 1.b. In addition, make entries here for any State, Federal, or other sources not shown on the leverage tables that you will be using to finance the entire project. For "other state" funds, if any are from another HCD program, please identify that program on this chart.

Uses. Identify the cost categories applicable to your proposed project and enter the amounts you plan to use. Allocate the amounts across the table to the funds you expect to receive from all the sources listed. This chart should include costs for the entire project (not just the CDBG portion). Your cost estimates can assist you in calculating these entries.

- For the Construction lines, include a factor for Davis-Bacon wages when applicable. All construction costs should include a contingency established in the line item.
- The Equipment category could include items such as outdoor playground equipment.
- Examples of fees that should be listed are commissions to brokers or closing costs for the acquisition of land or a building.
- General administration costs should include staff time for grant administration, such as clearing the grant agreement special conditions and grant reporting.
- Activity delivery costs should include the costs which the State CDBG Program would consider activity delivery.

A. NEED FOR ACTIVITY

1. What will the CDBG dollars be used for? (*Please see Appendix C of the NOFA for detailed description and limitations of these eligible uses.*) Check all that apply.

a. Support Costs

1. Activity Costs

- ☐ Acquisition of site(s)
- ☐ Site Clearance
- ☐ Site Improvements to publicly owned land*
- ☐ Off-site improvements (*the improvements must be required as a condition of project approval, attach documentation*)
- ☐ Actual construction costs or site improvements*
- ☐ Homeownership assistance for new units

2. Soft Costs

- ☐ Site and utility plans, etc.
- Application(s) to obtain other necessary funding for this project*
- ☐ Mortgage/loan commitment application processing fees*

See Instructions for more information on each of these starred items.

b. Construction Costs:

- ☐ Last resort housing
- ☐ A Community Based Development Organization's (CBDO) neighborhood revitalization project
- ☐ A housing construction project which is assistance to a neighborhood-based nonprofit organization, local development corporation or nonprofit organization serving the development needs of a community in a non-entitlement area
- ☐ A Housing Development Grant (HODAG) new construction project
- ☐ Soft costs (*those costs listed under a.2. above may be considered activity costs when carried out in conjunction with any of the other four activities listed in this section b.*)

c. Other Activities (evaluated as new housing construction):

- 1. Acquisition of rental housing, the majority of which is unoccupied, including rehabilitation
 - 2. Conversion of buildings to housing units (adaptive use)
-

2. Project description, State objective points, site control, and environmental clearance.

a. Briefly describe the project.

b. State Objective Points: Please answer the questions below and attach documentation if you believe you should receive points for State Objectives as described in the 2001 NOFA.

Worst Case Housing Needs: Will 25 percent of the program beneficiaries be LTIG households whose housing costs will be reduced to below 50 percent of their gross incomes? ☐ Yes
☐ No

Farmworker Housing: Does this activity facilitate the construction of permanent housing for farmworkers or the provision of health services in combination with permanent or seasonal housing for farmworkers? ☐ Yes ☐ No

Infrastructure Proposals: Does this activity include using CDBG funds to pay for public infrastructure in support of housing? ☐ Yes ☐ No

If yes, include the amount as “Construction off-site” on the sources and uses chart, page 31.

-
- c. Site control. If the proposed project involves site acquisition, please answer the following question.
Note: Site acquisition costs incurred prior to the award of a grant, execution of a grant agreement, and satisfaction of any special conditions are not reimbursable from the grant.
Examples of site control include an option to purchase or a purchase agreement, an option to lease or a leasehold interest, or a grant deed. Include documentation that rights of way or easements have been obtained.

Do you have site control in place for at least 6 to 9 months beyond the anticipated CDBG award date in order to allow time to complete CDBG special conditions and escrow procedures?

- ☐ Yes. Attach documentation. ☐ No. Explain below.

-
- d. Environmental clearance. Describe the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA).
-

-
3. Overpayment. Enter the percentage of all renter households who are paying more than 25% of income for housing: _____%. ***Please show calculations on your attached Census table.***
-

-
4. Overcrowding. Enter the percentage of total households who are overcrowded: _____%. ***Please show calculation on your attached Census table.***
-

5. Need for New Units.

- a. Vacancy rate for the tenancy type(s) proposed. Enter the percent(s) of units that are vacant in the entire jurisdiction. Use either the appropriate vacancy rate from the 1990 Census Summary Tape File 1A, General Profile, or from a local survey.

Homeowner Vacancy Rate: (_____ %) Rental Vacancy Rate: (_____ %)

Attach the Census tables and/or the results of the local survey, if applicable.

- b. The Council of Governments' (COGs) needs figures for new low- and very low-income units will be analyzed as a percentage of current number of units in the community. The data for this factor have been independently obtained by the Department. If you would like a list of eligible jurisdictions and their COG needs factors, please contact CDBG at the telephone number on the cover of this
-

application.

6. Is there project-specific waiting list or market study? ☐ Yes, attach a copy. ☐ No

7. Supplemental information. Please describe, attach third party documentation, if available, and tell us what page it is on.

B. TARGETED INCOME GROUP BENEFIT.

1. What percent of households benefiting from this proposed activity are TIG households? _____%. If you are proposing assistance for development of individual-ownership housing, STOP HERE. If you are proposing assistance for development of rental housing, CONTINUE.
2. If your answer to question number 1 is 51 percent or greater, STOP HERE, your project meets the TIG National Objective, and will receive full points under this scoring category. If it is less than 51%, CONTINUE.
3. Do you propose to assist a senior housing project? Yes _____ No _____. If Yes, STOP HERE, your project does not meet the TIG National Objective, so is ineligible. If No, CONTINUE.
4. Is the answer to question number 1 less than 20 percent? Yes_____ No_____. If Yes, STOP HERE. Your project does not meet the TIG National Objective, so is ineligible. If No, CONTINUE.
5. Is the percentage of CDBG dollars relevant to development costs equal to or less than the percentage of TIG households in the project? Yes_____ No_____. If Yes, your project meets the TIG National Objective and will receive full points under this scoring category, if No, your project does not meet the TIG National Objective, so is ineligible.

C. LEVERAGE. This section of the application has two parts--1. Funding commitments other than CDBG, and 2. A sources and uses chart. Please fill in both sections of Part 1.

1. Other funding commitments. List the amounts and sources of contributions other than CDBG. (*Attach documentation of commitments and contribution of value.*) The most competitive applications will have both local and private leverage.

a. Local Leverage.

Local Leverage Source	Amount in Dollars in Resolution	Resolution Number (attach a copy of the resolution)	Page # in App.
<i>General Administration</i>			
<i>Activity Delivery</i>			

b. Private Leverage.

Private Leverage Source	Amount in Dollars in Letter from Source	Date of Commitment Letter (attach a copy of the letters)	Page # in App.

**2001 G/NA
Sources and Uses Form**

2. Sources and Uses Form. Show all funds you plan to use: the CDBG funds applied for, the non-CDBG funds from leverage charts 1.a. and 1.b. , and all other funding sources that will be used on the entire project.

SOURCES

Uses	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State	Other (List)	Total
Land Acquisition								
Building Acquisition								
Construction On-site								
Construction Off-site								
Equipment								
Final Plans & Specs								
Fees								
Contingency								
General Administration								
CDBG Activity Delivery								
Relocation								
Other (_____)								
Totals								

Activity Description Form for Housing Acquisition

A. NEED FOR THE ACTIVITY.

2. Description. Project description, State objective points, site control, and environmental clearance information.
 - a. Narrative Description. Provide a brief narrative about the proposed project. Give information about the use of CDBG funds, what the total project will cost, the number of units, and a breakdown of the projected TIG and LTIG beneficiaries.

If you are proposing a combination of activities or uses, explain all aspects of these combinations. If you are proposing a multi-year project, explain why the activity cannot be accomplished in one funding cycle. If the proposed activity is part of a larger project, please describe the whole project and how the CDBG-funded portion fits into that project. Remember that the completion of construction and occupancy by the TIG/LTIG beneficiaries must occur by CDBG contract expiration.

Single-family example: The City of XYZ will use the \$400,000 to assist 15 homebuyers to purchase existing homes. It is anticipated that 12 of the homebuyers will be TIG and the remaining 3 will be LTIG households. We anticipate that the average purchase price will be \$110,000 plus closing costs of \$3,000; the average CDBG loan will be \$25,000; the average downpayment will be \$3,500; and the average bank loan will be \$81,500. The CDBG funds will be used in conjunction with bank loans obtained individually by the homebuyers. A letter of interest from MNO Bank is attached to document the bank funds as leverage.

Multi-family example: The County of PQR will use the \$500,000 to assist the NP Housing Development Corporation (NPHDC) to purchase a rental housing project consisting of 50 units, located in the rural Vista community in the Northwest area of the County. These units are currently occupied by 10 LTIG and 40 TIG households, and we expect this mix to be maintained. The balance of funding for this \$2,000,000 project will be provided by a CHFA loan in the amount of \$1,400,000 and a FHLB Affordable Housing Program grant of \$100,000. No rehabilitation funds are needed, as the project currently meets all code requirements.

- d. Environmental Clearance. Describe the actual (if known) or estimated level of National Environmental Policy Act (NEPA) clearance. Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities.

If you already have a NEPA environmental review record (ERR) for your proposed project that was prepared by or for another agency (e.g., USDA-RD), this ERR may or may not satisfy NEPA requirements for HUD purposes. Please contact your CDBG representative for further guidance on avoiding ERR duplication.

3. Overpayment. You must use 1990 Census data for this number. Overpayment data are available in the 1990 Census Summary Tape File 3A, Table H50 (see Sample in Appendix G). If you are unable to obtain this Table, please ask your CDBG Representative for a copy.
4. Overcrowding. Overcrowding means 1.01 or more persons per room. You must use 1990 Census data for this number. Overcrowding data are available in the 1990 Census Summary Tape File 1A, Table H21 (see sample in Appendix G). If you are unable to obtain this Table, please ask your CDBG Representative for a copy.
5. Need for the Acquisition of Units.
 - a. For Rental Projects: CDBG will allow the designation of Target Area for this activity only for County applicants where the proposed project is in a geographically isolated area of the county. Recent surveys or Census data are acceptable documentation. If you are unable to obtain the Census Table, please ask your CDBG Representative for a copy.
 - b. For Homeownership Acquisition Programs: If you are unable to obtain the Census Table, please ask your CDBG Representative for a copy.

6. Supplemental information. If the Census data for Overpayment, Overcrowding, or Homeownership Rate do not accurately depict your community's need in those categories, Please attach third-party documentation, if available showing your community's worsened needs in any of these three categories and tell us the page numbers. Such supplemental information may not be older than five years from this year's application filing date and must be specific to the community. Vacancy rate data for rental acquisition projects cannot be supplemented, as recent surveys are already allowed as noted above under "Need for the Acquisition of Units," part A.

B. TARGETED INCOME GROUP BENEFIT

In the space provided, enter the percentage of the total project beneficiaries who would be TIG households.

C. LEVERAGE

1. Other funding commitments--general information. The Department will award points in two categories of leverage: local financial contributions and private financial contributions.

- All leverage must be contributed during the term of the CDBG contract.
- If the leverage is committed by an entity which receives State or Federal Funding, explain the source of the leveraged funds.

If the contributed funds were derived from a State or Federal source but have lost their identity as such, submit documentation to this effect to have the funds counted as leverage.

- Value of real property. If site control and value are well documented, we will count the entire value of real property as leverage in a housing acquisition project. However, we will not double-count this value by also counting any loans which will be used to purchase this land.

Establishing the value of real property. Appraisals which are less than one year old are the preferred documentation for establishing the value of real property. Alternatively, the County Tax Assessor's value may be used, as documented on a property tax bill or equivalent document.

- All leverage must be directly linked to the CDBG activity for which funds are being sought. For example, the commitment of operating subsidies or supportive services will not count as leverage if CDBG funds are being sought for the acquisition of a rental housing project.

- a. **Local leverage.** Clearly identify the local source of funds and give the dollar amount as shown in the local Resolution. Write in the number of the Resolution and attach an adopted, signed, and dated copy.
- Local Redevelopment Agency funds are an acceptable local contribution. If you use these funds, you must attach a separate Resolution from the RDA.
 - Show only those funds that originated at the local level; do not show funds that came from State or Federal sources.
 - If the applicant is a City and the County in which that City is located makes a contribution to this application, the County funds will be counted as a local contribution (as long as the source of County money is not State or Federal funds).
 - Program Income from prior CDBG grants may not be used for local leverage.
 - In-kind contributions. Jurisdictions may choose to contribute some form of in-kind services. This could be staff time or the value of other administrative services. If you use in-kind, specify the dollar value and whether and how much you are contributing to General Administration (GA) and/or Activity Delivery (AD). See the Introduction section of the Application for information on percentage limitations for GA and AD.
 - Fee waivers. If the local contribution includes fee waivers, show the cost of the fees being waived on this chart.
 - The Welfare Property Tax Exemption will not be allowed as leverage because it is not discretionary.
 - Fee deferrals. If the local contribution includes fee deferrals, the leverage value of the deferrals will be based on “net present value,” for the period of the deferral, at the approximate cost of funds. Please attach your calculations if applicable.
 - Infrastructure improvements. If the jurisdiction proposes infrastructure improvements as a local contribution, this work must be related to the proposed CDBG activity. For example, if a jurisdiction proposes to use redevelopment agency revenues to fund infrastructure improvements in the jurisdiction, points will only be awarded if these improvements are

done in conjunction with the CDBG activity.

- Points will not be awarded if the CDBG activity is in one section of a jurisdiction and infrastructure improvements are being done in another part of the community. In the section of this application where you describe the proposed activity, tell us how this local complementary activity is related to the CDBG-funded activity.
- Highway Users Taxes (gas taxes). If the jurisdiction proposes to use gas taxes in support of a housing acquisition activity, the identified gas tax amount must be restricted to the street(s) on which CDBG-assisted units will be located.

- b. **Private leverage.** Clearly identify all sources of private leverage. Enter the dollar amounts being contributed and make sure the amounts in the chart match the amount on the letters of commitment (i.e., do not just indicate "contribution of materials; "specify the dollar value of the contribution). Enter the date of the commitment letter and attach a copy of the letter (letters must be recent--within six months of submitting this application). Commitment letters must be on the funding source's letterhead.
- Funds from private organizations (including non-profits). If a non-governmental organization is contributing funds and the source of those funds is State or Federal funding, the contribution will not be counted. Be sure to clearly indicate the source of such contributions.
 - Sweat equity contributions. Sweat equity is based on hours worked and will be valued at \$10 per hour.
 - The leverage value of developer fee deferrals will be based on "net present value," for the period of the deferral, at the approximate cost of funds. Please attach your calculations if applicable.
 - Contributions to a project from a program administrator may be a conflict of interest and taint a competitive procurement process. Please contact your CDBG Representative to discuss this if you anticipate contracting out program administration and a contribution from a potential administrator is anticipated.
 - Other potential private leverage sources include, but are not limited to: the Federal Home Loan Bank Board Affordable Housing Program (AHP), conventional lenders, donated material, and foundation grants.

2. Sources and Uses form.

Sources. The major funding sources are printed on the form. The amounts and sources for local and private contributions should match the information provided on leverage tables 1.a. and 1.b. In addition, make entries here for any State, Federal, or other sources not shown on the leverage tables that you will be using to finance the entire project. For "other state" funds, if any are from another HCD program, please identify that program on this chart.

Uses. Identify the cost categories applicable to your proposed project and enter the amounts you plan to use. Allocate the amounts across the table to the funds you expect to receive from all the sources listed. This chart should include costs for the entire project (not just the CDBG portion). Your cost estimates can assist you in calculating these entries.

- For the Construction lines, include a factor for Davis-Bacon wages when applicable. All construction costs should include a contingency established in the line item.
- Examples of fees that should be listed are commissions to brokers or closing costs for the acquisition of land or a building.
- The Equipment category could include items such as outdoor playground equipment.
- General administration costs should include staff time and other allocatable for grant administration, such as clearing the grant agreement special conditions and grant reporting.
- Activity delivery costs should include these costs which the State CDBG Program would consider activity delivery.

2001 CDBG G/NA
Activity Description Form for Housing Acquisition

A. NEED FOR ACTIVITY

1. What will the CDBG dollars be used for? *(Please see Appendix D of the NOFA for detailed description and limitations of these eligible uses.) Check all that apply.*

- ☐ Acquisition of existing rental housing, with the majority of units occupied
- ☐ Homebuyer assistance (for units already built at the time of application)
- ☐ Resident purchase of mobilehome parks
- ☐ Housing rehabilitation (in conjunction with acquisition)
- ☐ Other, explain:

2. Project description, State objective points, site control, and environmental clearance.

a. Briefly describe the project.

-
- b. State Objective Points: Please answer the questions below and attach documentation if you believe you should receive points for State objectives as described in the 2001 NOFA.

Worst Case Housing Needs: Will 25 percent of the program beneficiaries be LTIG households whose housing costs will be reduced to below 50 percent of their gross incomes?

☐ Yes ☐ No

Farmworker Housing: Does this activity facilitate the construction of permanent housing for farmworkers or the provision of health services in combination with permanent or seasonal housing for farmworkers? ☐ Yes ☐ No

-
- c. Site Control. Do you have site control in place for at least 6 months beyond the anticipated CDBG award date? **Note: *Site acquisition costs incurred prior to the award of a grant, execution of a grant agreement, and clearance of any special conditions are NOT reimbursable from the grant.*** Examples of site control include an option to purchase or a purchase agreement, an option to lease or a leasehold interest, or a grant deed indicating actual ownership. Include documentation that rights of way or easements have been obtained.

☐ Yes. Attach documentation. ☐ No. Explain below

Note: Site control is not an application requirement. If funded, site control is required within 12 months of contract execution.

- d. Environmental clearance. Describe the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA).

-
3. Overpayment. Enter the percentage of all renter households who are paying more than 25% of income for housing: _____%. ***Please show calculations on your attached Census table.***
-

4. Overcrowding. Enter the percentage of total households who are overcrowded: _____%
Please show calculations on your attached Census table.

5. Need for the Acquisition of Units. (Answer each applicable question.)

- a. For Rental Acquisition Projects: Enter the percent(s) of rental units that are vacant in the entire jurisdiction. Use either the appropriate vacancy rate from the 1990 Census Summary Tape File 1A, General Profiles, or from a local survey.

Rental Vacancy Rate: (_____ %)

Attach the Census tables or the results of the local survey, as applicable.

- b. For Homeownership Acquisition Programs: Enter the percentage of all occupied housing units in the jurisdiction which are owner-occupied. Use 1990 Census Summary Tape File 3A, General Profile, "Housing Characteristics" which contains "Occupied housing units" and "Specified owner-occupied housing units." Note: "Occupied housing units" is used because it equals the number of households in the jurisdiction, and it eliminates vacant units.

Homeownership Rate: (_____ %)

Please show calculations on your attached Census table

6. Supplemental information. Please describe and attach third party documentation.

B. TARGETED INCOME GROUP BENEFIT

What percent of households benefiting from this proposed activity are TIG households?
_____ %

C. LEVERAGE. This section of the application has two parts--1. Funding commitments other than CDBG, and 2. A sources and uses chart. Please fill in both sections of Part 1.

1. Other funding commitments. List the amounts and sources of contributions other than CDBG. (***Attach documentation of commitments***) The most competitive applications will have both local and private leverage.

a. Local Leverage.

Local Leverage Source	Amount in Dollars in Resolution	Resolution Number (attach a copy of the resolution)	Page # in App.
<i>General Administration</i>			
<i>Activity Delivery</i>			

b. Private Leverage.

Private Leverage Source	Amount in Dollars in Letter from Source	Date of Commitment Letter (attach a copy of the letters)	Page # in App.

**2001 G/NA
Sources and Uses Form**

2. Sources and Uses Form. Show all funds you plan to use: the CDBG funds applied for, the non-CDBG funds from leverage charts 1.a. and 1.b., and all other funding sources that will be used on the entire project.

SOURCES

Uses	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State	Other (List)	Total
Land Acquisition								
Building Acquisition								
Construction On-site								
Construction Off-site								
Equipment								
Final Plans & Specs								
Fees								
Contingency								
General Administration								
CDBG Activity Delivery								
Relocation								
Other (Describe)								
Totals								

Activity Description Form for Housing Rehabilitation

A. NEED FOR THE ACTIVITY

1. Depending on local indicators and census data, jurisdictions may be able to strengthen their application by proposing the activity in a target area that has high poverty indicators. If you check target area, you will be held to performing in that area. If you check target area, please read the following two paragraphs:
 - a. Scoring for need. If you are proposing housing rehabilitation in a target area, you may use survey data showing the percentage of units in need of rehabilitation or dilapidated in place of the community-wide data stated in the jurisdiction's housing element. **The survey must be completed using the survey form contained in Chapter 16 of the 2000 Grant Management Manual. The survey data must be more recent than the data in the housing element and jurisdiction wide data must be amended into the housing element.**
 - b. Census data. You may also use Census data showing the age of housing stock and overcrowding for target area applications. **You must attach the proper census table for each block group identified as the target area.**
3. For applicants with a jurisdiction-wide housing rehabilitation program, or a target area program where current survey data are not available, complete this section and attach 2 copies of your Housing Element page showing this information.
 - a. Dilapidated units. The percent entered must be from the latest adopted Housing Element submitted to the HCD's Housing Policy Development Division. If the applicant does not have a Housing Element, contact a CDBG field representative for guidance.
 - b. Units suitable for rehabilitation. The percentages entered must be from the latest adopted Housing Element submitted to the HCD's Housing Policy Development Division. **If data are available, break the percentage amounts down by the categories "minor," "moderate," or "major" rehabilitation.** If the applicant does not have a Housing Element, contact a CDBG field representative for guidance.
4. For grantees proposing a target area rehabilitation program and are using the survey form contained in the 2000 CDBG Grant Management Manual, complete this section. Surveys will only be accepted for target areas, jurisdiction wide data must be amended into the current housing element.

5. Age of housing stock. You must use 1990 Census data for this number. Age of housing stock data are available in the 1990 Census Summary Tape File 3A, Table H25 (see sample in Appendix G). If you are unable to find this Table, please ask your CDBG Representative for a copy.
6. Overcrowding. Overcrowding means 1.01 or more persons per room. You must use 1990 Census data for this number. Overcrowding data are available in the 1990 Census Summary Tape File 1A, Table H21 (see sample in Appendix G). If you are unable to obtain this Table, please ask your CDBG Representative for a copy.
7. Supplemental information. If the Census data for Age of Housing Stock and Overcrowding do not accurately depict your community's need in those categories, please describe and attach third-party documentation, if available, showing your community's worsened needs in either of these two categories and tell us the page number in the application. Such supplemental information shall not be older than five years from this year's application filing date and must be specific to that community. Supplemental information based on weather extremes showing that the age of housing is not an accurate depiction of your community's worsened needs must describe extreme weather conditions for an extended period of time. An example of extreme weather conditions would be the average daily temperatures in excess of 105 degrees for the month of July.

B. TARGETED INCOME GROUP BENEFIT

Projects that are not 100 percent TIG will not receive full points in this scoring category.

If the applicant does not provide information, the Department will assign points based on the percentage of households in the jurisdiction that are TIG.

Income restriction: Applicants should demonstrate there is an explicit limitation, based on income, for who is eligible to benefit from the project. (Note: Charging a fee to non-TIG project beneficiaries does not exclude them from being considered CDBG beneficiaries.)

Income survey: Applicants should conduct a survey of existing and/or potential beneficiaries. Please refer to Appendix B for guidance on survey methodology.

Other: Explain any other source that was used.

C. LEVERAGE

1. **Other funding commitments - general information.** The Department will award points in two categories of leverage: local financial contributions and private financial contributions.
 - All leverage must be contributed during the term of the CDBG contract.

- If the leverage is committed by an entity which receives State or Federal funding, explain the source of the leveraged funds.

If the contributed funds were derived from a State or Federal source but have lost their identity as such, submit documentation to this effect to have the funds counted as leverage.

- a. **Local leverage.** Clearly identify the local source of funds and give the dollar amount as shown in the local Resolution. Write in the number of the Resolution and attach an adopted, signed, and dated copy.

- Local Redevelopment Agency funds are an acceptable local contribution. If you use these funds, you must attach a separate Resolution from the RDA.
- Show only those funds that originated at the local level; do not show funds that came from State or Federal sources.
- If the applicant is a City and the County in which that City is located makes a contribution to this application, the County funds will be counted as a local contribution (as long as the source of County money is not State or Federal funds).
- Program Income from prior CDBG grants may not be used for local leverage.
- In-kind contributions. Jurisdictions may choose to contribute some form of in-kind services. This could be staff time or the value of other administrative services. If you use in-kind, specify the dollar value and whether and how much you are contributing to General Administration (GA) and/or Activity Delivery (AD). See the Introduction to this Application for more information about percentage limitations on GA and AD.
- Fee waivers. If the local contribution includes fee waivers, show the cost of the fees being waived on this chart.
- Fee deferrals. If the local contribution includes fee deferrals, the leverage value of the deferrals will be based on “net present value” for the period of the deferral, at the appropriate cost of funds. Please attach your calculations if applicable.
- Infrastructure improvements. If the jurisdiction proposes infrastructure improvements as a local contribution, this work must be related to the proposed CDBG activity. For example, if a jurisdiction proposes to use redevelopment agency revenues to fund infrastructure improvements in the jurisdiction, points will only be awarded if these improvements are done in conjunction with the CDBG activity.

- Points will not be awarded if the CDBG activity is in one section of a jurisdiction and infrastructure improvements are being done in another part of the community. In the section of this application where you describe the proposed activity, tell us how this local complementary activity is related to the CDBG activity.
- Highway Users Taxes (gas taxes). If the jurisdiction proposes to use gas taxes in support of a housing rehabilitation activity, the identified gas tax amount must be restricted to the street(s) on which CDBG-assisted units will be located and in the vicinity of the units undergoing rehabilitation.

b. Private leverage. Clearly identify all sources of private leverage. Enter the dollar amounts being contributed and make sure the amounts in the chart match the amount on the letters of commitment (i.e., do not just indicate "contribution of materials"-- specify the dollar value of the contribution). Enter the date of the commitment letter and attach a copy of the letter (letters must be recent--within six months of submitting this application). Commitment letters must be on the funding source letterhead.

- Funds from private organizations (including non-profits). If a non-governmental organization is contributing funds and the source of those funds is State or Federal funding, the contribution will not be counted. Be sure to clearly indicate the source of such contributions.
- Sweat equity contributions. Sweat equity is based on hours worked and will be valued at \$10 per hour.
Formula: Sweat Equity = _____ Hours x \$10 per hour =
\$ _____ =Total Sweat Equity
- Contributions to a project from a program administrator may be a conflict of interest and taint a competitive procurement process. Please contact your CDBG Representative to discuss this if you anticipate contracting out program administration and a contribution from a potential administrator is anticipated.
- Other potential private leverage sources include, but are not limited to: the Federal Home Loan Bank Board Affordable Housing Program (AHP), conventional lenders, donated material, and foundation grants.

2001 G/NA
Activity Description for Housing Rehabilitation

A. NEED FOR ACTIVITY

1. What will the CDBG dollars be used for?

☐ Jurisdiction-wide program

☐ Target area program

2. Project description and State objective points.

a. Briefly describe the project.

b. State Objective Points: Please answer the question below and attach documentation if you believe you should receive points for the following State objective as described in the 2001 NOFA.

Worst Case Housing Needs: Will 25 percent of the program beneficiaries be LTIG households whose housing costs will be reduced to below 50 percent of their gross incomes?

☐ Yes

☐ No

3. Jurisdiction-Wide rehabilitation programs.

Dilapidated Units: Enter the percent of housing units, *jurisdiction-wide*, that are dilapidated and *not* suitable for rehabilitation.

%

Attach 2 copies of the page from your Housing Element where this percentage is documented.

Suitable for Rehabilitation: Enter the percent of housing units, jurisdiction-wide that are suitable for rehabilitation.

Minor %	Moderate %	Major %
------------	---------------	------------

Attach 2 copies of the page from your Housing Element where this percentage is documented.

-
-
4. Target Area rehabilitation programs *with* current survey data.

Dilapidated units. Enter the percent of housing units within the target area that are dilapidated and unsuitable for rehabilitation.

	%
--	---

Attach a copy of the survey form used and a summary of the survey.

Suitable for Rehabilitation. Enter the percent of housing units within the target area that are suitable for rehabilitation.

Minor	Moderate	Major
%	%	%

Attach a copy of the survey form used and a summary of the survey.

5. Age of housing stock. Enter the percentage of housing stock over 40 years of age (pre-1960) as shown in the 1990 Census Summary Tape File 3A, Table H25:

	%
--	---

Attach the Census Table to the Application and show your calculations on the table.

6. Overcrowding. Enter the percentage of households who are overcrowded as shown in the 1990 Census Summary Tape File 1A, Table H21:

	%
--	---

Attach the Census Table to the Application and show your calculations on the table.

7. Supplemental Information. Please describe, and **attach third-party documentation** that is less than five years old. Documentation must address worsened age or overcrowding, and be specific to the community.

When using Target Areas for Rehabilitation Activities, Rehabilitation work must be completed in all

Target Areas.**B. TARGETED INCOME GROUP BENEFIT**

1. Enter the percentage of households benefiting from this proposed activity who are TIG households:
_____ %

2. How was this percentage determined? *Please attach documentation for the TIG benefit.*

- Income restriction? ☐ Yes ☐ No
- Income survey? ☐ Yes ☐ No
- Other? Explain:

3. You are not required to have done a survey to establish benefit under Housing Rehabilitation, but if you did answer “yes” above to having done a survey, please answer the following:

- Survey date _____
- Total # of anticipated beneficiaries _____
- Number of households or persons surveyed _____
- Number of responses _____
- Number of TIG respondents _____

C. LEVERAGE. This section of the application has two parts--1. Funding commitments other than CDBG, and 2. A sources and uses chart. Please fill in both sections of Part 1.

1. Other funding commitments. List the amounts and sources of contributions other than CDBG. (*Attach documentation of commitments and contributions of value.*) The most competitive applications will have both local and private leverage.

a. Local Leverage.

Local Leverage Source	Amount in Dollars in Resolution	Resolution Number (attach a copy of the Resolution and give page number in application where Resolution is located)	Page # in App.
<i>General Administration</i>			
<i>Activity Delivery</i>			

b. Private Leverage.

Private Leverage Source	Amount in Dollars in Letter from Source	Date of Commitment Letter (attach a copy of the letters and give page numbers in the application where each letter is located)	Page # in App.
Sweat Equity	Complete chart below; attach letter		

Sweat Equity = \$10 Per Hour x _____ Hours = _____ Total Sweat Equity

A. NEED FOR THE ACTIVITY.

2. Description. Project description, State objective points, site control, and environmental clearance information.

- a. Provide a brief narrative about the project. Give information about the use of CDBG funds, what the total project will cost, the total number of beneficiaries, and a breakdown of TIG and LTIG beneficiaries. As relevant, provide information on the number of staff, what service they will be providing, their time base (full/part-time) and pay rate, including benefits, and the duration of time involved for the entire activity.

If you are proposing a combination activity or multi-year grant, explain all aspects of these activities. If multi-year, explain why the activity cannot be accomplished in one grant term. If the project involves activities that will involve various user groups, describe the uses of the building/facility and include estimates for percentages of time projected for use by each user group.

Example 1--County of ABC will use \$45,000 in CDBG funds to purchase a van and pay fuel costs and the salary of a driver who will transport children of the Jonesville Migrant Housing Center to free health, vision, and hearing screening at the clinic in Smithsville. A clinic nurse who will visit the center twice a week will schedule appointments. The approximate cost of the van is \$30,000 and the salary of the driver is \$8 per hour. (10 hours per week, 24 weeks in a season, multiplied by two seasons). Fuel is expected to cost approximately \$1,000 for the two growing seasons.

Example 2--The City of XYZ will use \$175,000 of the grant request to provide the salary and benefits to one full-time caseworker (40 hours per week) and one part-time caseworker (20 hours per week). These staff will provide counseling and outreach to battered spouses for the 30 months of the standard agreement. Full time caseworker salary is \$45,000 per year plus benefits.

b. State Objective Points.

Explain how CDBG funds will facilitate the construction of permanent housing for farmworkers or the provision of health services in combination with migrant or permanent farmworker housing.

c. Environmental Clearance.

Describe the actual (if known) or estimated level of National Environmental Policy Act (NEPA) environmental clearance. Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities. Community Facilities activities may require a more elaborate level of NEPA environmental clearance than other types of community development.

If you already have a NEPA environmental review record (ERR) for your proposed project that were prepared by another agency, these documents may or may not satisfy NEPA requirements for HUD purposes. Please contact your CDBG representative for further guidance on avoiding ERR duplication.

3. Be as specific as possible; quantify wherever possible to document the scope, magnitude, duration, and impacts of the problem.
4. Attach copies of relevant documentation. Highlight relevant passages. The most effective methods of documentation include:
 - a. surveys of intended beneficiaries regarding their needs and the impacts of not having the facility or service
 - b. surveys or records of existing service levels and needs showing the number of people served and turned away due to inadequate facilities or funds (unmet demand).
 - c. letters from law enforcement, mental health, health and social services agencies describing the direct health and safety impact on primarily TIG people that results from the lack of services or facilities

- 5.-8. Enter the name and phone number of a contact person for each source used. Applications submitted for Public Services addressing serious problems should include strong documentation in the form of a needs analysis, user/beneficiary survey, and letters from local agencies. The most competitive applications will address a serious threat to the health, safety or well-being of the proposed beneficiaries.

B. TARGETED INCOME GROUP BENEFIT

If the applicant does not provide information, the Department will assign points based on the percentage of families in the jurisdiction that are TIG.

Income restriction: applicants should demonstrate there is an explicit limitation, based on income, for who is eligible to benefit from the project. (Note: Charging a fee to non-TIG project beneficiaries does not exclude them from being considered CDBG beneficiaries.)

Limited Clientele: For the purposes of assigning a benefit score, absent evidence to the contrary, 100% TIG benefit will be presumed for activities that exclusively serve a group of persons in any one or a combination of the following categories: abused children, battered spouses, adults meeting the Bureau of the Census' Current Population Report's definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDs, and migrant farmworkers.

Income survey: for community facilities in which services will be provided to specific client groups not listed in the limited clientele paragraph above (for example, senior citizens, farmworkers, single mothers) applicants should conduct a survey of existing and/or potential beneficiaries. Please refer to Appendix B for guidance on survey methodology.

NOTE: for community facilities in which services or activities are open to all residents of the area, an income survey of the actual users of the facility may only be done if at least 51% of the residents of the area are TIG.

Other: Explain any other source that was used, e.g., waiting lists.

C. LEVERAGE

1. **Other funding commitments--general Information**. The Department will award points in two categories of leverage: local financial contributions and private financial contributions.

- All leverage must be contributed during the term of the CDBG contract.

- If the leverage is committed by an entity which receives State or Federal funding, explain the source of the leveraged funds.

If the contributed funds were derived from a State or Federal source but have lost their identity as such, submit documentation to this effect to have the funds counted as leverage.

- Contributions towards payment of salaries and purchase of new supplies, equipment, inventory, or operating expenses for the grant term may be counted as leverage.
- If the proposed activity is an increase in existing service(s), leverage contributions associated with the increase will be counted for assigning a score for leverage.
- On the leverage chart, when claiming leverage credit for salaries, inventory, and operating expenses, please clearly state the time period for which the leverage is claimed. For example, “United Way - Shelter Coordinator Salary (one year),” or “Safeway - increase in donated food (two years).”

- a. **Local leverage.** Clearly identify the local source of funds and give the dollar amount as shown in the local Resolution. Write in the number of the Resolution and attach an adopted, signed, and dated copy.

- Local Redevelopment Agency funds are an acceptable local contribution. If you use these funds, you must attach a separate Resolution from the RDA.
- Show only those funds that originated at the local level; do not show funds that came from State or Federal sources.
- If the applicant is a City and the County in which that City is located makes a contribution to this application, the County funds will be counted as a local contribution (as long as the source of County money is not State or Federal funds).
- Program Income from CDBG grants may not be used for local leverage.
- In-kind contributions. Jurisdictions may choose to contribute some form of in-kind services. This could be staff time or the value of other administrative services. If you use in-kind, specify the dollar value and whether and how much you are contributing to General Administration (GA) and/or Activity Delivery (AD). See the Introduction section of this Application for guidance on percentage limits for GA and AD.
- Fee waivers. If the local contribution includes fee waivers, show the cost of the fees being waived on this chart.

- b. **Private leverage.** Clearly identify all sources of private leverage. Enter the dollar amounts being contributed and make sure the amounts in the chart match the amount on the letters of commitment (i.e., do not just indicate "contribution of materials;" specify the dollar value of the contribution). Enter the date of the commitment letter and attach a copy of the letter (letters must be recent--within six months of submitting this application). Commitment letters must be on the funding source letterhead.
- Funds from private organizations (including non-profits). If a non-governmental organization is contributing funds and the source of those funds was State or Federal funding, the contribution will not be counted. Be sure to clearly indicate the source of such contributions.
 - Volunteer labor and/or donated materials. If the jurisdiction shows volunteer labor and/or donated materials as a private leverage contribution, provide a letter or other documentation that clearly shows how the value of the labor and materials was calculated. Statements such as "based on past experience" for labor calculations are not adequate. If documentation of dollar value for labor is not supplied, CDBG will assign a value of \$10 per hour.
 - Contributions to a project from a program administrator may be a conflict of interest and taint a competitive procurement process. Please contact your CDBG Representative to discuss this if you anticipate contracting out program administration and a contribution from a potential administrator is anticipated.

A. NEED FOR ACTIVITY

1. What will the CDBG dollars be used for? Check all that apply under each of the two categories. *Please see Appendix H of the NOFA for detailed description and limitations of these eligible uses.*

- ☐ Salary
☐ Other (describe) _____

-
2. Project description, State objective points, site control, and environmental clearance.

- a. Briefly describe the service to be provided.

-
- b. State Objective Points. Please answer the questions below if you believe you should receive points for meeting the State objectives as described in the 2001 NOFA.

Does this activity facilitate the construction of permanent housing for farmworkers or the provision of health services in combination with permanent or seasonal housing for farmworkers?

- ☐ Yes ☐ No

-
- c. Environmental Clearance. Describe the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA).

3. What basic problem will this activity address?

4. How was this problem determined?

Survey of intended beneficiaries?

☐ Yes ☐ No

Survey of existing service levels?

☐ Yes ☐ No

Letters describing the direct health and safety impact?

☐ Yes ☐ No

Attach documentation of the problem (refer to Instructions for more information).

5. Explain how and to what extent the proposed project will solve this problem. Are service providers committed?

Attach documentation of the commitments to provide services. Documentation must be on service provider organization letterhead.

6. Please describe below (attach additional sheets, if necessary) each service to be provided, continued or increased. If multiple services are proposed, answer the following questions **for each service**.

- Describe new service(s) to be provided.

- Describe the existing service(s) to be continued or increased.

- For new services, where is the nearest facility providing the proposed service now?

- Are there any special impediments for TIG households to access the service where it is provided now? Describe.

- For existing services, if increased services are proposed, describe (and document in Section 8) the unmet demand.

7. If this is an ADA accessibility issue, what alternatives did you consider and why is this alternative the best solution? For example, you are proposing to install an elevator in a city hall to provide access to the Housing Rehabilitation Program. Did you consider all of the possible options - for example, could you relocate the Housing Rehabilitation program downstairs?

8. Documentation of problem and commitment to provide services. In the column marked "Documentation," indicate the type of documentation (e.g., letter, resolution, newspaper clipping, report, etc.) and **attach a copy of the documentation**. In the column marked "Commitment to Provide Services" indicate the services(s) committed to by funding or provider source, and attach documentation. Enter the name and phone number of the contact person.

SOURCE	DOCUMENTATION	COMMITMENT TO PROVIDE SERVICES	CONTACT & PHONE NO.
Dept. of Health Services			
County Health Dept.			
Fire Dept.			
Law Enforcement Agency			
Dept. of Social Services			
Newspaper			
Board of Supervisors			
Other			

B. TARGETED INCOME GROUP BENEFIT.

- Enter the percentage of households benefiting from this proposed activity who are TIG households
_____ %
- How was the TIG percentage determined? *Please attach documentation for the TIG benefit*
 - Income restriction? ☐ Yes ☐ No
 - Income survey of existing beneficiaries? ☐ Yes ☐ No
 - Income survey of potential beneficiaries? ☐ Yes ☐ No
 - Limited clientele ☐ Yes ☐ No
 - Other? Explain:

3. You are not required to have done a survey to establish benefit under Public Services, but if you did answer “yes” above to having done a survey, please answer the following:

- Survey date _____
- Total # of anticipated beneficiaries _____
- Number of households or persons surveyed _____
- Number of responses _____
- Number of TIG respondents _____

C. LEVERAGE. Please fill in both sections.

Other funding commitments. List the amounts and sources of contributions other than CDBG. (*Attach documentation of commitments*)

a. Local Leverage.

Local Leverage Source	Amount in Dollars in Resolution	Resolution Number (attach a copy of the resolution)	Page # in App.
<i>General Administration</i>			
<i>Activity Delivery</i>			

b. Private Leverage.

Private Leverage Source	Amount in Dollars in Letter from Source	Date of Commitment Letter (attach a copy of the letters)	Page # in App.

Activity Description Form Community Facilities

A. NEED FOR THE ACTIVITY.

2. Description. Project description, State objective points, site control, and environmental clearance information.
- a. Provide a brief narrative about the project. Give information about the use of CDBG funds, what the total project will cost, the total number of beneficiaries, and a breakdown of TIG and LTIG beneficiaries.

If you are proposing a combination activity or multi-year grant, explain all aspects of these activities. If multi-year, explain why the activity cannot be accomplished in one grant term. If the project involves activities that will involve various user groups, describe the uses of the building/facility and include estimates for percentages of time projected for use by each user group.

Example 1 --The City of XYZ will grant \$500,000 to the non-profit organization, the Battered Spousal Center of XYZ, to purchase and rehabilitate a building to house battered spouses and their children. These funds represent the total cost of the project. The City estimates the Center will provide services to 10 families/50 persons a week.

Example 2 --The County of ABC will use \$500,000 of CDBG funds to construct, a health and social services center for the unincorporated community of XYZ. The land is being donated by a private individual. Sixty percent of the space will be used by the County Mental Health Department to provide services to migrant farm workers who are all Targeted Income Group. These services will be provided 30 hours a week. Thirty percent of the space will be used for job training for TANF recipients forty hours a week. The remaining ten percent of the space will be used to provide a drug and alcohol abuse counseling and diversion program to low income residents. These services will be provided twenty hours per week.

b. State Objective Points.

Explain how CDBG funds will facilitate the construction of permanent housing for farmworkers or the provision of health services in combination with migrant or permanent farmworker housing.

d. Environmental Clearance.

Describe the actual (if known) or estimated level of National Environmental Policy Act (NEPA) environmental clearance. Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities. Community Facilities activities may require a more elaborate level of NEPA environmental clearance than other types of community development.

If you already have a NEPA environmental review record (ERR) for your proposed project that were prepared by another agency, these documents may or may not satisfy NEPA requirements for HUD purposes. Please contact your CDBG representative for further guidance on avoiding ERR duplication.

3. Be as specific as possible; quantify wherever possible to document the scope, magnitude, duration, and impacts of the problem.

4. Attach copies of relevant documentation. Highlight relevant passages. The most effective methods of documentation include:

a. surveys of intended beneficiaries regarding their needs and the impacts of not having the facility or service

b. surveys or records of existing service levels and needs showing the number of people served and turned away due to inadequate facilities or funds (unmet demand).

c. letters from law enforcement, mental health, health and social services agencies describing the direct health and safety impact on primarily TIG people that results from the lack of services or facilities

5.-8. Enter the name and phone number of a contact person for each source used. Applications submitted for Community Facilities addressing serious problems should include strong documentation in the form of a needs analysis, user/beneficiary survey, and letters from local agencies. The most competitive applications will address a serious threat to the health, safety or well-being of the proposed beneficiaries.

B. TARGETED INCOME GROUP BENEFIT

If the applicant does not provide information, the Department will assign points based on the percentage of families in the jurisdiction that are TIG.

Income restriction: applicants should demonstrate there is an explicit limitation, based on income, for who is eligible to benefit from the project. (Note: Charging a fee to non-TIG project beneficiaries does not exclude them from being considered CDBG beneficiaries.)

Limited Clientele: For the purposes of assigning a benefit score, absent evidence to the contrary, 100% TIG benefit will be presumed for activities that exclusively serve a group of persons in any one or a combination of the following categories: abused children, battered spouses, adults meeting the Bureau of the Census' Current Population Report's definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDs, and migrant farmworkers.

Income survey: for community facilities in which services will be provided to specific client groups not listed in the limited clientele paragraph above (for example, senior citizens, farmworkers, single mothers) applicants should conduct a survey of existing and/or potential beneficiaries. Please refer to Appendix B for guidance on survey methodology.

NOTE: for community facilities in which services or activities are open to all residents of the area, an income survey of the actual users of the facility may only be done if at least 51% of the residents of the area are TIG.

Other: Explain any other source that was used, e.g., waiting lists.

C. LEVERAGE

1. **Other funding commitments--general Information.** The Department will award points in two categories of leverage: local financial contributions and private financial contributions.

- All leverage must be contributed during the term of the CDBG contract.
- If the leverage is committed by an entity that receives State or Federal funding, explain the source of the leveraged funds.

If the contributed funds were derived from a State or Federal source but have lost their identity as such, submit documentation to this effect to have the funds counted as leverage.

- Value of real property. If site control and value are well documented, we will count the entire value of real property as leverage in a community facilities project. However, we will not double-count this value by also counting any loans which will be used to purchase this land.

Establishing the value of real property. Appraisals that are less than one year old are the preferred documentation for establishing the value of real property. Alternatively, the County Tax Assessor's value may be used, as documented on a property tax bill or equivalent document. Documentation must be included in the application.

- All leverage must be directly linked to the CDBG activity for which funds are being sought. For example, the commitment of operating subsidies or supportive services will not count as leverage if CDBG funds are being sought for the development of a community facilities project.
 - We will not double-count construction and take-out financing for a project. Please specify which of these commitments, and in what amount, you want counted towards leverage.
 - For community facility activities, leverage points will be earned for contributions made toward the actual acquisition, rehabilitation, or new construction of the facility. Leverage credit will also be awarded for contributions towards new equipment integral to the operation of the facility.
- a. **Local leverage.** Clearly identify the local source of funds and give the dollar amount as shown in the local Resolution. Write in the number of the Resolution and attach an adopted, signed, and dated copy.

- Local Redevelopment Agency funds are an acceptable local contribution. If you use these funds, you must attach a separate Resolution from the RDA.
- Show only those funds that originated at the local level; do not show funds that came from State or Federal sources.
- If the applicant is a City and the County in which that City is located makes a contribution to this application, the County funds will be counted as a local contribution (as long as the source of County money is not State or Federal funds).
- Program Income from CDBG grants may not be used for local

leverage.

- In-kind contributions. Jurisdictions may choose to contribute some form of in-kind services. This could be staff time or the value of other administrative services. If you use in-kind, specify the dollar value and whether and how much you are contributing to General Administration (GA) and/or Activity Delivery (AD). See the Introduction section of this Application for guidance on percentage limits for GA and AD.
- Fee waivers. If the local contribution includes fee waivers, show the cost of the fees being waived on this chart.
- Infrastructure improvements. If the jurisdiction proposes infrastructure improvements as a local contribution, this work must be related to the proposed CDBG activity. For example, if a jurisdiction proposes to use redevelopment agency revenues to fund infrastructure improvements in the jurisdiction, points will only be awarded if these improvements are done in conjunction with the CDBG activity.

Points will not be awarded if the CDBG activity is in one section of a jurisdiction and infrastructure improvements are being done in another part of the community. In the section of this application where you describe the proposed activity, tell us how this local complementary activity is related to the CDBG activity.

- Highway Users Taxes (gas taxes). If the jurisdiction proposes to use gas taxes in support of a Community Facilities or Public Services activity, the expenditure of these funds must be required as a condition of opening and operating the facility or service or must be restricted to the street(s) on which the CDBG-funded project is located.

- b. Private leverage.** Clearly identify all sources of private leverage. Enter the dollar amounts being contributed and make sure the amounts in the chart match the amount on the letters of commitment (i.e., do not just indicate "contribution of materials;" specify the dollar value of the contribution). Enter the date of the commitment letter and attach a copy of the letter (letters must be recent--within six months of submitting this application). Commitment letters must be on the funding source letterhead.

- Funds from private organizations (including non-profits). If a non-governmental organization is contributing funds and the source of those funds was State or Federal funding, the contribution will not be counted. Be sure to clearly indicate the source of such contributions.
- Volunteer labor and/or donated materials. If the jurisdiction shows volunteer labor and/or donated materials as a private leverage contribution, provide a letter or other documentation that clearly shows how the value of the labor and materials was calculated. Statements such as "based on past experience" for labor calculations are not adequate. If documentation of dollar value for labor is not supplied, CDBG will assign a value of \$10 per hour.
- Contributions to a project from a program administrator may be a conflict of interest and taint a competitive procurement process. Please contact your CDBG Representative to discuss this if you anticipate contracting out program administration and a contribution from a potential administrator is anticipated.

2. Sources and Uses form.

Sources. The major funding sources are printed on the form. The amounts and sources for local and private contributions should match the information provided on leverage tables 1.a. and 1.b. In addition, make entries here for any State, Federal, or other sources not shown on the leverage tables that you will be using to finance the entire project. For "other state" funds, if any are from another HCD program, please identify that program on this chart.

Uses. Identify the cost categories applicable to your proposed project and enter the amounts you plan to use. Allocate the amounts across the table to the funds you expect to receive from all the sources listed. This chart should include costs for the entire project (not just the CDBG portion). Your cost estimates can assist you in calculating these entries.

For the Construction lines, include a factor for Davis-Bacon wages. The Equipment category could include items such as industrial kitchen equipment, tot-lot equipment for a daycare center, or kitchen facilities/beds for a shelter. Examples of fees that should be listed are commissions to brokers or any closing costs for the acquisition of land or a building. All construction costs should include a contingency established in the line item. General administration costs should include staff time for grant administration, such as clearing the grant agreement special conditions and grant reporting.

2001 G/NA

Activity Description Form for Community Facilities

A. NEED FOR ACTIVITY

1. What will the CDBG dollars be used for? Check all that apply. *Please see Appendix F of the NOFA for detailed description and limitations of these eligible uses.*

- ☐ Acquisition
☐ Construction
☐ Rehabilitation
☐ Other (describe) _____
-

2. Project description, State objective points, site control, and environmental clearance.

- a. Briefly describe the project.

-
- b. State Objective Points. Please answer the questions below if you believe you should receive points for meeting the State Objectives as described in the 2000 NOFA.

Does this activity facilitate the construction of permanent housing for farmworkers or the provision of health services in combination with permanent or seasonal housing for farmworkers?

☐ Yes ☐ No

- c. Site Control. If the proposed project involves site acquisition, please answer the following question.

Note: Site acquisition costs incurred prior to the award of a grant, execution of a grant agreement, and satisfaction of any special conditions are not reimbursable from the grant.

Examples of site control include an option to purchase or a purchase agreement, an option to lease or a leasehold interest, or a deed of trust. Include documentation that rights of way or easements have been obtained.

Do you have site control in place for at least 6 months beyond the anticipated CDBG award date?

☐ Yes. Attach documentation ☐ No. Explain below.

- d. Environmental Clearance. Describe the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA).
-

3. What basic problem will this activity address?

4. How was this problem determined?

Survey of intended beneficiaries?

☐ Yes ☐ No

Survey of existing service levels?

☐ Yes ☐ No

Letters describing the direct health and safety impact?

☐ Yes ☐ No

Attach documentation of the problem (refer to Instructions for more information).

5. Explain how and to what extent the proposed project will solve this problem. Are service providers committed?

Attach documentation of the commitments to provide services. Documentation must be on service provider organization letterhead.

6. Please describe below (attach additional sheets, if necessary) each service to be provided, continued or increased. If multiple services are proposed, answer the following questions **for each service**.

- Describe new service(s) to be provided.
- Describe the existing service(s) to be continued or increased.
- For new services, where is the nearest facility providing the proposed service now?
- Are there any special impediments for TIG households to access the service where it is provided now? Describe.
- For existing services, if increased services are proposed, describe (and document in Section 8) the unmet demand.

7. If this is an ADA accessibility issue, what alternatives did you consider and why is this alternative the best solution? For example, you are proposing to install an elevator in a city hall to provide access to the Housing Rehabilitation Program. Did you consider all of the possible options - for example, could you relocate the Housing Rehabilitation program downstairs?

8. Documentation of problem and commitment to provide services. In the column marked “Documentation,” indicate the type of documentation (e.g., letter, resolution, newspaper clipping, report, etc.) and **attach a copy of the documentation**. In the column marked “Commitment to Provide Services” indicate the services(s) committed to by funding or provider source, and attach documentation. Enter the name and phone number of the contact person.

SOURCE	DOCUMENTATION	COMMITMENT TO PROVIDE SERVICES	CONTACT & PHONE NO.
Dept. of Health Services			
County Health Dept.			
Fire Dept.			
Law Enforcement Agency			
Dept. of Social Services			
Newspaper			
Board of Supervisors			
Other			

B. TARGETED INCOME GROUP BENEFIT.

- Enter the percentage of households benefiting from this proposed activity who are TIG households
_____ %
- How was the TIG percentage determined? *Please attach documentation for the TIG benefit*
 - Income restriction? ☐ Yes ☐ No
 - Income survey of existing beneficiaries? ☐ Yes ☐ No
 - Income survey of potential beneficiaries? ☐ Yes ☐ No
 - Limited clientele ☐ Yes ☐ No
 - Other? Explain:

3. You are not required to have done a survey to establish benefit under Community Facilities, but if you did answer “yes” above to having done a survey, please answer the following:

- Survey date _____
- Total # of anticipated beneficiaries _____
- Number of households or persons surveyed _____
- Number of responses _____
- Number of TIG respondents _____

C. LEVERAGE. This section of the application has two parts-- 1. Funding commitments other than CDBG, and 2. A sources and uses chart. Please fill in both sections of Part 1.

1. Other funding commitments. List the amounts and sources of contributions other than CDBG. (*Attach documentation of commitments*) The most competitive applications will have both local and private leverage.

a. Local Leverage.

Local Leverage Source	Amount in Dollars in Resolution	Resolution Number (attach a copy of the resolution)	Page # in App.
<i>General Administration</i>			
<i>Activity Delivery</i>			

b. Private Leverage.

Private Leverage Source	Amount in Dollars in Letter from Source	Date of Commitment Letter (attach a copy of the letters)	Page # in App.

--	--	--	--	--

2. Sources and Uses Form. Show all funds you plan to use: the CDBG funds applied for, the non-CDBG funds from leverage charts 1a and 1b, and all other funding sources that will be used on the entire project.

SOURCES

Uses	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State	Other (List)	Total
Land Acquisition								
Building Acquisition								
Construction On-site								
Construction Off-site								
Equipment								
Final Plans & Specs								
Fees								
Contingency								
General Administration								
CDBG Activity Delivery								
Relocation								
Other								
Totals								

A. NEED FOR THE ACTIVITY.

2. Description. Project description, site control, and environmental clearance information.

- a. Provide a brief narrative about the project. Give information about the use of CDBG funds, what the total project will cost, the total number of beneficiaries, and a breakdown of TIG and LTIG beneficiaries.

If you are proposing a combination of activities or uses, explain all aspects of these combinations. If you are proposing a multi-year project, explain why the activity cannot be accomplished in one funding cycle. If the proposed activity is part of a larger project, please describe the whole project and how the CDBG-funded portion fits into that project. Remember that the completion of construction and use of the services by the TIG/LTIG beneficiaries must occur by CDBG contract expiration.

Example: The City of XYZ is proposing to use \$500,000 in CDBG funds to finance 600 wastewater hook-ups for TIG households in conjunction with a \$1,000,000 RDA/RECDS Water and Sewer loan and a \$43,700 RDA/RECDS grant.

- c. Environmental Clearance

Describe the actual (if known) or estimated level of National Environmental Policy Act (NEPA) clearance. Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities. Public Works activities may require a more elaborate level of environmental clearance than other types of community development activities.

If you already have a NEPA environmental review record (ERR) for your proposed project that were prepared by another agency (e.g., USD-RD), these documents may or may not satisfy environmental review requirements for HUD purposes. Please contact your CDBG representative for further guidance on avoiding ERR duplication.

4. The most effective methods of documentation include:
 - a. Surveys of existing service levels and needs showing the number of people served and turned away due to inadequate facilities or funds
 - b. Letters from law enforcement, water agencies, and health agencies describing the direct health and safety impact on primarily TIG people that results from the lack of services or facilities
 - c. Surveys of intended beneficiaries regarding their needs and the impacts of not having the facility or service
5. **Documentation of the problem is a critical element of a successful public works application.** The applicant should describe and discuss the problem being addressed by the proposed activity. It should also quantify the problem by including specifics on flows, supply deficiencies, and water quality problems. The most competitive applications will contain documentation from an **outside agency** stating that the problem the project is addressing is severe and health threatening. In particular, for water and sewer projects, documentation should be sought from the Department of Health Services and the State Water Resources Control Board.

B. TARGETED INCOME GROUP BENEFIT

When addressing a neighborhood or community-wide public works problem, benefit is generally provided to all the occupants of a geographic area or all users of the facility/service. Typically, only a portion of the CDBG funds for such an activity benefits TIG households, unless the target area is extremely depressed.

Lowered benefit will not necessarily result in an application not being funded, but any activity with less than 100 percent benefit to TIG households is likely to be at a competitive disadvantage with other activities. Therefore, it is especially important when requesting funds for public works activities, to ensure that the application is as competitive as possible for all other activity rating criteria.

If an applicant does not feel that its proposed project will serve an area that would result in a relatively high benefit to TIG households, it may wish to structure its public works activity in such a manner that focuses benefit to TIG households. For example, when sewer/water laterals on private property are installed or repaired using CDBG funds, 100 percent benefit can be directed to TIG households by assisting only TIG households with CDBG funds.

If the applicant is working with a project that requires the formation of an assessment district, CDBG funds may be used to pay the assessments for TIG households. If an applicant wishes to use this approach, it is important to establish accurate, current data (through surveys usually) regarding the number and distribution of TIG households in the service area so as to be able to accurately estimate the amount of State CDBG funds that will be required to pay for the TIG assessments.

Appendix B includes a sample income survey form. Applicants are advised to evaluate the number of renter-occupied units when estimating both the extent and the likelihood of participation in the program if the application is successful.

C. LEVERAGE

1. **Other funding commitments--general information.** The Department will award points in two categories of leverage: local financial contributions and private financial contributions.

- All leverage must be contributed during the term of the CDBG contract.
- If the leverage is committed by an entity which receives State or Federal funding, explain the source of the leveraged funds.

If the contributed funds were derived from a State or Federal source but have lost their identity as such, submit documentation to this effect to have the funds counted as leverage.

- Value of real property. If site control and value are well documented, we will count the entire value of real property as leverage in a public works project. However, we will not double-count this value by also counting any loans which will be used to purchase this land.

Establishing the value of real property. Appraisals which are less than one year old are the preferred documentation for establishing the value of real property. Alternatively, the County Tax Assessor's value may be used, as documented on a property tax bill or equivalent document.

- All leverage must be directly linked to the CDBG activity for which funds are being sought. For example, the commitment of operating subsidies will not count as leverage if CDBG funds are being sought for the development of a new water treatment plant.
- We will not double-count construction and take-out financing for a project - please specify which of these commitments, and in what amount, you want counted towards leverage.

- a. **Local leverage.** Clearly identify the local source of funds and give the dollar amount as shown in the local Resolution. Write in the number of the Resolution and attach an adopted, signed, and dated copy.

- Local Redevelopment Agency funds are an acceptable local contribution. If you use these funds, you must attach a separate Resolution from the RDA.
- Show only those funds that originated at the local level; do not show funds that came from State or Federal sources.

- If the applicant is a City and the County in which that City is located makes a contribution to this application, the County funds will be counted as a local contribution (as long as the source of County money is not State or Federal funds).
- Program Income from prior CDBG grants may not be used for local leverage.
- In-kind contributions. Jurisdictions may choose to contribute some form of in-kind services. This could be staff time or the value of other administrative services. If you use in-kind, specify the dollar value and whether and how much you are contributing to General Administration and/or Activity Delivery. See Introduction section of Application for information on percentage limits for GA and AD.
- Fee waivers. If the local contribution includes fee waivers, show the cost of the fees being waived on this chart.
- Infrastructure improvements. If the jurisdiction proposes infrastructure improvements as a local contribution, this work must be related to the proposed CDBG activity. For example, if a jurisdiction proposes to use redevelopment agency tax revenues to fund infrastructure improvements in the jurisdiction, points will only be awarded if these improvements are done in conjunction with the CDBG activity.

Points will not be awarded if the CDBG activity is in one section of a jurisdiction and infrastructure improvements are being done in another part of the community. In the section of this application where you describe the proposed activity, tell us how this local complementary activity is related to the CDBG activity.

- Highway Users Taxes (gas taxes). If the jurisdiction proposes to use gas taxes in support of a public works, the identified gas tax amount must be restricted to the immediate vicinity of the CDBG-funded project.

b. Private leverage. Clearly identify all sources of private leverage. Enter the dollar amounts being contributed and make sure the amounts in the chart match the amount on the letters of commitment (i.e., do not just indicate "contribution of materials;" specify the dollar value of the contribution). Enter the date of the commitment letter and attach a copy of the letter (letters must be recent--within six months of submitting this application). Commitment letters must be on the funding source letterhead.

- Funds from private organizations (including non-profits). If a non-governmental organization is contributing funds and the source of those funds was State or Federal funding, the contribution will not be counted. Be sure to clearly indicate the source of such contributions.

- Sweat equity contributions. Sweat equity is based on hours worked and will be valued at \$10 per hour.
- If materials are being donated, assign a dollar value and be sure that the commitment letters contain specific information on the total dollar value of these materials and how that value was calculated.
- Contributions to a project from a program administrator may be a conflict of interest and taint a competitive procurement process. Please contact your CDBG Representative to discuss this if you anticipate contracting out program administration and a contribution from a potential administrator is anticipated.

2. Sources and Uses form.

Sources. The major funding sources are printed on the form. The amounts and sources for local and private contributions should match the information provided on leverage tables 1.a. and 1.b. In addition, make entries here for any State, Federal, or other sources not shown on the leverage tables that you will be using to finance the entire project. For "other state" funds, if any are from another HCD program, please identify that program on this chart.

Uses. Identify the cost categories applicable to your proposed project and enter the amounts you plan to use. Allocate the amounts across the table to the funds you expect to receive from all the sources listed. This chart should include costs for the entire project (not just the CDBG portion). Your cost estimates can assist you in calculating these entries.

For the Construction lines, include a factor for Davis-Bacon wages. Also, all construction costs should include a contingency. General administration costs should include staff time for grant administration, such as clearing the grant agreement special conditions and grant reporting.

A. NEED FOR ACTIVITY

1. What will the CDBG dollars be used for?

- ☐ Water Distribution ☐ Sewer ☐ Flooding and Drainage ☐ Other
- ☐ Assessments-- for which type of activity? Check any of the above boxes for which CDBG funds will be used to pay the assessments.

2. Project description, site control, and environmental clearance.

a. Briefly describe the project and/or the service to be provided.

b. Site control. If the proposed project involves site acquisition, please answer the following question.

Note: site acquisition costs incurred prior to the award of a grant, execution of a grant agreement, and satisfaction of any special conditions are not reimbursable from the grant.

Examples of site control include an option to purchase or a purchase agreement, an option to lease or a leasehold interest, or a deed of trust. Include documentation that rights of way or easements have been obtained.

Do you have site control in place for at least 6 months beyond the anticipated CDGB award date?

- ☐ Yes. Attach documentation. ☐ No. Explain below.

c. Environmental clearance. Describe the anticipated level of environmental clearance for the National Environmental Policy Act (NEPA.)

3.

a. What severe health and safety needs does this activity address?

b. What is the likelihood that the funds requested will substantially reduce or eliminate the problem?

c. Discuss what steps, if any, the jurisdiction has taken or is planning to take to provide for long-term operation and maintenance of the system (e.g., a rate structure or financing plan to set up replacement or operating reserves, etc.)

4. How was the health and safety need determined? **Attach a copy of the documentation.**

Survey of existing service levels?

☐ Yes ☐ No

Survey of intended beneficiaries?

☐ Yes ☐ No

Letters describing the direct health and safety impact?

☐ Yes ☐ No

5. Documentation of problem. In the “Documentation” column, indicate the type of documentation (e.g., letter, resolution, newspaper clipping, report, etc.) and **attach a copy of the documentation**. Enter the name and telephone number of a contact person for each source used.

SOURCE	DOCUMENTATION	CONTACT	PHONE
Dept. of Health Services			
Regional Water Quality Control Board			
Department of Water Resources			
County Health Department			
Fire Department			
Law Enforcement Agency			
Department of Social Services			
Newspaper			
Engineering Firms			
Local Water Board			
Irrigation District			
Board of Supervisors			
Other			

B. TARGETED INCOME GROUP BENEFIT

- Enter the percentage of households benefiting from this proposed activity who are TIG households ____ %
- How was the TIG percentage determined? *Please attach documentation for the TIG benefit.*
 - Income restriction? ☐ Yes ☐ No
 - Income survey of existing beneficiaries? ☐ Yes ☐ No
 - Income survey of potential beneficiaries? ☐ Yes ☐ No
 - Other? Explain:

3. You are not required to have done a survey to establish benefit under Public Works, but if you did answer “yes” above to having done a survey, please answer the following: (See Appendix B for guidance on conducting surveys.)

- Survey date _____
- Total # of anticipated beneficiaries _____
- Number of households or persons surveyed _____
- Number of responses _____
- Number of TIG respondents _____

C. LEVERAGE. This section of the application has two parts-- 1. Funding commitments other than CDBG, and 2. A sources and uses chart. Please fill in both sections of Part 1.

1. Other funding commitments. List the amounts and sources of contributions other than CDBG. (***Attach documentation of commitments***) The most competitive applications will have both local and private leverage.

a. Local Leverage.

Local Leverage Source	Amount in Dollars in Resolution	Resolution Number (attach a copy of the resolution)	Page # in App.
<i>General Administration</i>			
<i>Activity Delivery</i>			

b. Private Leverage.

Private Leverage Source	Amount in Dollars in Letter from Source	Date of Commitment Letter (attach a copy of the letters)	Page # in App.

2. Sources and Uses Form. Show all funds you plan to use: the CDBG funds applied for, the non-CDBG funds from leverage charts 1.a. and 1.b., and all other funding sources that will be used on the entire project.

SOURCES

Uses	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State	Other (List)	Total
Land Acquisition								
Building Acquisition								
Construction								
Construction on-Private Property (service laterals)								
Equipment								
Final Plans & Specs								
Fees								
Contingency								
General Administration								
CDBG Activity Delivery								
Relocation								
Other								
Totals								

10 Percent Set aside. Applicants must document and demonstrate that the proposed activity is CDBG eligible and principally benefits the targeted income group. If you choose to propose a 10 percent set-aside activity, it will not be competitively rated.

Does this application include a component for the 10 percent set-aside?

☐ Yes ☐ No

If yes, describe the eligible activity, the percent of benefit to the targeted income group, and how this percent was determined. Attach applicable documentation.

TARGETED INCOME GROUP BENEFIT

1. Describe the project or service to be provided.

2. Enter the percentage of households benefiting from this proposed activity who are TIG households _____ %

3. How was the TIG percentage determined? *Please attach documentation for the TIG benefit.*

- Income restriction? ☐ Yes ☐ No
- Income survey of existing beneficiaries? ☐ Yes ☐ No
- Income survey of potential beneficiaries? ☐ Yes ☐ No
- Census data? ☐ Yes ☐ No
- Other? Explain: _____

4. You are not required to have done a survey to establish benefit under Public Works, but if you did answer “yes” above to having done a survey, please answer the following: (See Appendix B for guidance on conducting surveys.)

- Survey date _____
- Total # of households in the service area _____
- Number of survey responses received _____
- Number of TIG respondents _____

2001 G/NA
CHECKLIST OF ATTACHMENTS

NOTE: All the attachments listed here are part of this application. Not all documents will apply to all activities.

- Make a check mark for each item on the list. Do not leave any item blank--check either "included" or "not applicable."
- **Enter the page number for each item checked.**
- Enclose and mark each attachment. **Incomplete applications will not be considered for funding.**
- Return a copy of this Checklist with your application.

TITLE	Included or N/A	Page No.
TABLE OF CONTENTS TO APPLICATION		
APPLICATION SUMMARY FORM		
<ul style="list-style-type: none"> • Signature Page Complete 		
ACTIVITY DESCRIPTION FORMS		
<ul style="list-style-type: none"> • Site control documentation (Housing New Construction, Housing Acquisition, Community Facilities, and Public Works) • Waiting list information • Housing Element pages for Housing Rehabilitation need data • Documentation of need for Community Facilities or Public Services • Documentation of need for Public Works • Supplemental information (Housing New Construction, Housing Acquisition, and Housing Rehabilitation only) • TIG benefit documentation • Resumes, duty statements, letters of interest • Resolutions and letters of commitment for local and private leverage • Census Tables 		
DOCUMENTATION AND CERTIFICATION FORMS		
<ul style="list-style-type: none"> • Housing Element Self-certification • Ethnic/TIG concentration map • Native American population map • Location map • Project site map • Written Comments/Responses • Statement of Assurances • Resolution of the Governing Body 		
CHECKLIST OF ATTACHMENTS (Include with Application)		
OTHER (list any additional attachments by name and page number)		
Did you enclose the extra copies of the documents described in "Instructions for Submitting the Application?"		

APPENDICES

- A Housing Element Self-Certification Language
- B Survey Techniques for Targeted Income Group Benefit AND 2000 Income Limits
- C Statement of Assurances
- D Sample Resolution of the Governing Body
- E Cost Categories for General Administration, Activity Delivery, and Program Loan/Activity
- F Census Data Centers
- G Sample Census Tables

Housing Element Self-Certification Language

All applicants are required to submit a self-certification of the status of their housing element to the Department by June 8, 2001. The certification must be signed and dated by an authorized representative of the jurisdiction. The date on the form cannot be more than one year old at the time the CDBG application is due.

The following language is provided as a sample:

"I, _____, the City Attorney/County Counsel, Chief Executive Officer, or official designated by the governing body for the city/county of _____, have reviewed the updated housing element of _____, and hereby certify that this housing element, which includes updated information and which conforms with all other requirements of Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code, has been prepared and was submitted to the Department of Housing and Community Development on _____, 20___. The updated housing element was adopted on _____, 20___ and is in conformity with all requirements of Article 10.6 et seq."

Signature of Authorized Representative

Date

Print Name

Title

Survey Techniques for Targeted Income Group Benefit and 2000 Income Limits

This Appendix provides information for applicants who are conducting neighborhood surveys. The Appendix has three sections:

1. Conducting the Survey /Client Confidentiality
 2. Survey Questions
 3. Information about Random Sampling
-

Part 1. Conducting the Survey /Client Confidentiality

The survey process should include a way to identify specific households who responded to the questionnaire and ensure the respondents' confidentiality. Respondents may be particularly sensitive to the question of household income. If a respondent's address is requested on the questionnaire, many persons may not answer the income questions or may not complete the questionnaire at all.

Consequently, in order to promote a high response rate, the questionnaire should not include identifying information, such as the person's name or address.

Several acceptable methods for preserving anonymity of the respondent include:

1. The surveyor may hand deliver the questionnaire to the respondent and conduct the survey orally. At that time, upon completing this interview, the surveyor would mark off the respondent's address from an address list. If the questionnaire is delivered to the household or mailed and is to be collected at a later date, the collector can mark off the respondent's address at the time of collection.
2. If the questionnaire is to be mailed to respondents and returned by mail, the identifying information (respondent's address) would be on the return envelope. Upon receipt of the completed questionnaire, the address can be checked off the address list and the envelope and questionnaire can be separated. If the applicant uses this method, a statement ensuring respondent confidentiality should be included. Sample language is given below:

Replies to this questionnaire are confidential. Confidentiality is protected by not including names on any of the forms. We need a high response to have a chance of getting funded. Addresses are on the return envelopes so we can make follow-up contacts if no questionnaire is received and we need more questionnaires returned. When we get your envelope and questionnaire in the mail, we will check off that a questionnaire has been received from your house, remove the questionnaire from the envelope, and throw the envelope away. No identifying information will be kept with the questionnaires and the

questionnaires will be tallied as a group.

3. If coded questionnaires are used, a simple method of coding is to place a number on the questionnaires or return envelopes. Each number is assigned an address from the address list. When the material is received, a list of returned numbers is kept. If the response rate is not high enough so that follow-up contacts are needed, the addresses of numbers for which no response has been received can be looked up and additional questionnaires sent out.

The income survey data should be less than 60 months old from the date the 2000 NOFA is released by the Department.

Part 2. Survey Questions

These questions and the Directions for Random Sampling which follow in Part 3. are provided to assist the applicant in using a method of surveying which allows for validation and, at the same time, preserves the confidentiality of the respondent. Applicants may include other questions designed to elicit information which they feel is important. Experience has shown that overly detailed surveys may adversely affect the response rate.

The questions are designed to provide data regarding family size, income, and housing tenure. Family size and income are of particular significance in determining if a household is in the targeted income group.

NOTE TO APPLICANTS: Information regarding question #2 below. Please read the following information regarding income data and use the income limit figures that apply to your County in your questionnaire.

The reason for collecting income data is for the applicant to make a determination of how many persons surveyed fall into the categories of LTIG, TIG, and above TIG. The numbers provided in the chart under question #2 are **SAMPLES ONLY**. Use Line A for the income limits for the Lowest Targeted Income Group; use Line B for the income limits for the Targeted Income Group.

At the end of this appendix are the 2000 Income Limits by County. These pages are arranged alphabetically by county and show the LTIG and TIG income limits by size of household. Applicants should consult these pages and use the income limits for their county in their questionnaire. This will enable applicants to group the respondents as LTIG, TIG, and over TIG. LTIG is 50 percent and below of the adjusted area median family income. TIG is 80 percent and below of the adjusted area median family income (by definition, TIG includes LTIG). Over TIG is 81 percent and above of the adjusted area median family income.

QUESTIONS

1. How many persons live in your household? _____
2. Using the chart below, please do the following:
 - a. Circle the column that matches the size of your household.
 - b. On a separate sheet of paper, make a determination of your income (you do not need to state your income on this questionnaire). Use the total household income in the last 12 months or the income claimed in the most recent Federal income tax filing. Include gross wages before deductions, public assistance, unemployment benefits, social security, pensions, alimony, child support, net income from owning or operating a farm or business, or any other source of income received regularly.
 - c. Compare the income of your family to the figures on the chart in Lines A and B under the column you circled for the size of your household (#a. above).
 - d. Read the following questions and make a check mark in the spaces indicated:
 - 1) Line A: Was your household income above_____ or below_____ the number associated with your family size? If you checked "above," also answer #2). If you checked "below," stop here and go on to question #3.
 - 2) Line B: Was your household income above_____ or below_____ the number associated with your family size?

Household Size	1	2	3	4	5	6	7	8
A (LTIG)	\$12,850	\$14,700	\$16,500	\$18,350	\$19,800	\$21,300	\$22,750	\$24,200
B (TIG)	\$20,550	\$23,500	\$26,400	\$29,350	\$31,700	\$34,050	\$36,400	\$38,750

3. Are your living quarters: Owned___ or Rented ___

Name & address of owner _____

Part 3. Information about Random Sampling

In comparing applications for TIG benefit and need, the Department will accept reliable data about the local beneficiary population.

The Department will accept sampling statistics that represent the population as a whole if the applicant uses a valid survey methodology. Conversely, the Department may, after reviewing the submitted data, determine that the methodology was statistically unsound. In such cases, the Department may assign a score of zero for TIG benefit, or may use other generally recognized data such as U.S. Census data.

Two key features to your survey design should be 1) random selection of survey respondents, and 2) a large enough sample size to assure you have captured a reliable representation of the population. The following discussion provides some guidance in these two key areas.

Random Sampling

The guiding rule for sampling households or beneficiaries from the larger population is the avoidance of “sampling bias.” That is, sampling should not systematically exclude certain types of respondents. For example, surveys conducted mid-week during the day may exclude working households and provide inaccurate statistics about the larger population. If the survey methodology contains a sampling bias, larger sampling sizes will not solve the problem. Certain portions of the population will continue to be systematically excluded from the sampling.

As a general rule, each individual within the population should have an equal chance of being surveyed. Beware of using data sources that contain only certain portions of your beneficiary population. For example, some utility billing lists may contain only property owners, while the beneficiaries will be both owners and renters. Within your application to the Department, describe the sampling methodology and how it achieves a randomly-selected sampling.

Adequate Sampling Size

The required sampling size is determined by the size of the universe or the service area. The following table should be used to determine how many households a surveyor needs to interview to develop a survey of acceptable accuracy. For example, if you had a small water district of 50 households that you wanted to survey, you would have to get responses from all 50 households. If the district had 500 households, you would have to get responses from 250. If the district had 5,000 households, you would have to get responses from 400.

Required Sample Sizes for Universes of Various Sizes

<u>Number of Households in the Universe</u>	<u>Required (Minimum # of Responses)</u>
1-50	All
51 - 55	50
56 - 63	55
64 - 70	60
71 - 77	65
78 - 87	70
88 - 99	80
100 - 115	90
116 - 138	100
139 - 153	110
154 - 180	125
181 - 238	150
239 - 308	175
309 - 398	200
399 - 650	250
651 - 1,200	300
1,201 - 2,700	350
2,701 or more	400

There is an exception to this table when dealing with a universe of 50 or less. As a general rule, a sample of less than the universe is unacceptable for statistical purposes. However, if the survey is to establish CDBG eligibility, for example, to apply for a planning and technical assistance grant, the rule would not need to apply. The reason for this is that the CDBG eligibility threshold is that at least 51% of the beneficiaries would be TIG. In such a case, as soon as the jurisdiction has answers from a sufficient number of respondent households to indicate that the required TIG percentage of 51% is present, it could consider the information sufficient for area benefit documentation purposes.

Using the example of the water district with 50 households, if a jurisdiction wanted to demonstrate CDBG eligibility for a planning grant, as soon as the jurisdiction had 26 TIG respondents, it could stop the survey, as the area benefit has reached the threshold of at least 51% TIG ($26/50 = 52\%$).

Jurisdictions should consider hiring a professional demographer to conduct surveys of large areas. Surveys should be as statistically reliable as the U.S. Census.

Please contact your CDBG Representative if you wish further information on survey methodology.

Following this page are the 2000 Income Limits. Title 25 of the California Code of Regulations, Section 6932, is the controlling source of the official income limits and this appendix is provided as a courtesy in the application process.

California Health and Safety Code Sections 50079.5 and 50105 provide that the low and very low income limits established by the U.S. Department of Housing and Urban Development (HUD) are the State limits for those income categories. In addition, Sections 50079.5 and 50105 direct the Department of Housing and Community Development (HCD) to publish the income limits.

HUD released new FY 2000 income limits in March 2000. Accordingly, HCD filed with the Office of Administrative Law amendments to Section 6932 of Title 25 of the California Code of Regulations. The amendments contain the new HUD income limits and also include new median income group and moderate income group limits, prepared by HCD pursuant to Health and Safety Code Section 50093.

The City/County of _____ hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.
3. It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:
 - a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
 - b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title;
 - c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
 - d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal;
 - e. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
 - f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.

4. Its CDBG Program has been developed so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low and moderate income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.
5. It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for "recipients" of block grant funds as set forth in 24 CFR, Part 58, entitled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).
6. It consents to assume the role of either "Lead Agency" as defined by Section 21067 of the California Public Resources Code, or if another agency is or will be designated "Lead Agency," it consents to assume the role of "Responsible Agency" as defined by Section 21069 of the California Public Resources Code, in order to ensure compliance with CEQA.
7. It has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.
8. It certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because:
 - a. It imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or
 - b. It creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
 - c. It was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or
 - d. The applicant has a housing element which the Department of Housing and Community Development has found to be adequate, unless a final order has been issued by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or
 - e. The use of the funds applied for in this application is restricted for housing for the targeted income group.
9. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-128, A-102 and A-121, where appropriate, and the State CDBG regulations.

10. It shall comply with the following regarding nondiscrimination:
 - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
 - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
 - c. Section 109 of the Housing and Community Development Act of 1974, as amended.
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended.
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
 - f. Executive Order 11063, as amended by Executive Order 12259.
 - g. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
 - h. The Age Discrimination Act of 1975 (Public Law 94-135).
 - i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.
11. It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and will certify that it is following a residential anti-displacement and relocation plan.
12. It will comply with the following regarding labor standards:
 - a. Section 110 of the Housing and Community Development Act of 1974, as amended.
 - b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.
 - c. Davis-Bacon Act as amended (46 U.S.C. 276a) regarding prevailing wage rates.
 - d. Contract Work Hours and Safety Standards Act (40 USC 327-333) regarding overtime compensation.
 - e. Anti-Kickback Act of 1934 (18 USC 874) prohibiting "kickbacks" of wages in federally assisted construction activities.
13. It will comply with the Architectural Barriers Act of 1968 (42 USC 4151) and implementing regulations (24 CFR Part 40-41).

14. It will enforce standards of conduct which govern the performance of its officers, employees, and agents engaged in the administration of contracts funded in whole or in part by the CDBG Program (Section 7120(d) of the State regulations).
15. It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.
16. It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.
17. It will not employ, award contracts to, or otherwise engage the services of any contractor while that contractor is in a period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR Part 24.
18. It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:
 - a. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding or
 - b. for the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of a. above.
20. It will adopt and enforce policies
 - a. prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations and
 - b. enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

The certification is made under penalty of perjury under the laws of the State of California.

CERTIFYING OFFICIAL: _____
(Chief Administrative Executive)

Signature

Date

RESOLUTION OF THE GOVERNING BODY (SAMPLE)

NOTE: An application for the State CDBG Program is to include, *at a minimum*, the following information in a resolution. Applicants have the option of including any additional pertinent information.

RESOLUTION NO. _____

A RESOLUTION APPROVING AN APPLICATION AND CONTRACT EXECUTION FOR FUNDING FROM THE GENERAL/NATIVE AMERICAN ALLOCATION OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO WITH THE STATE OF CALIFORNIA FOR THE PURPOSES OF THIS GRANT.

BE IT RESOLVED by the City Council of the City of _____ as follows:

SECTION 1.: The City Council has reviewed and hereby approves an application for up to: *(list activities, location and dollar amount)*

Example: Main Street Water Line: \$162,500

Southgate Neighborhood Housing Rehabilitation: \$254,000

10% set-aside for City-wide homeless services: \$46,000

General Administration: \$37,500

SECTION 2: If the grant application is approved, the City will provide local leverage for the water line/rehabilitation program as follows: *(list local leverage and dollar amount)*.

Example: Staff time: \$5,000

Permit fee waivers: \$3,500

Redevelopment Agency funds: \$100,000

Public Works improvements in the rehabilitation area: \$50,000

SECTION 3: The City Manager is hereby authorized and directed to act on the City's behalf in all matters pertaining to this application.

SECTION 4: If the application is approved, the City Manager is authorized to enter into and sign the grant agreement and any amendments thereto with the State of California for the purposes of this grant.

(continued)

PASSED AND ADOPTED at a regular meeting of the City Council of the City of _____ held
on _____ by the following vote:

AYES:

NOES:

ABSENT:

Signature: _____

Print Name: _____

Mayor of the City of _____

ATTEST:

Signature: _____

Print Name: _____

City Clerk of the City of _____

**Cost Categories for General Administration,
Activity Delivery, and Program Loan Activity**

Costs	General Administration	Activity Delivery	Program Loan/Activity
Advertisements	X	X	
Appropriate Fees	X	X	X
Attend Workshops (HCD)	X		
Bidders Conferences	X	X	X
Construction			X
Engineering Draw/Design	X	X	
Environmental Studies	X	X	
Fiscal Reporting	X		
General Coordination	X		
Indirect Costs	X	X	
Insurance Premiums	X	X	
Labor Standards	X	X	
Loan Processing*	X	X	
Meetings with Banks	X	X	
Meetings with Homeowners/Homebuyers	X	X	
Personnel Costs	X	X	
Predevelopment Costs	X		
Procurement	X	X	
Program Reporting to CDBG	X		
Project Inspections	X	X	
Relocation Costs	X	X	X

Work Write-ups	X	X	
----------------	---	---	--

As the chart indicates, certain costs could be allocated to either General Administration or Activity Delivery. As a general rule, the determination of which category to use can be made on the basis of when the activity is performed during the term of the grant. For example, at the start of a housing rehabilitation grant while contract special conditions are being worked on, jurisdiction staff costs may be charged to General Administration. Once staff begins working with eligible households to rehabilitate housing units, then staff costs can be charged to Activity Delivery.

* Costs of processing loans funded by another source may be charged to the CDBG-funded program if the other loan program is to be part of the jurisdiction's CDBG activity and is identified in Section C., Leverage, of the Activity Description form.

State

Department of Finance
Demographic Research and Census Data Center
915 "L" Street
Sacramento, California 95814
(916) 323-4086

Regional Centers:

Association of Bay Area Governments (ABAG)
P.O. Box 2050
Oakland, California 94604
(510) 464-7900

Southern California Association of Governments
(SCAG)
800 W. 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1800

Sacramento Area Council of Governments (SACOG)
P.O. Box 808
Sacramento, California 95812-0808
(916) 457-2264

U.C. Berkeley
State Data Program
Survey Research Center
2538 Channing Way
Berkeley, California 94720
(510) 642-6571

San Diego Association of Governments (SANDAG)
First Interstate Plaza, #800
401 B Street
San Diego, California 92101
(619) 595-5300

Counties Covered:

Alameda, Contra Costa,
Marin, Napa, San Francisco,
San Mateo, Santa Clara,
Solano, Sonoma

Imperial, Los Angeles,
Orange, Riverside, San
Bernardino, Ventura

Sacramento, Sutter, Yolo,
Yuba, the City of Roseville,
and 21 other Northern
California counties not listed
for any other Regional Center

Universities and State
Colleges

San Diego

SAMPLE CENSUS TABLES

The following sample Census Tables are included in this Appendix. Each sample Table includes CDBG-added notations. These notes describe the calculations you must show on the tables you submit with your application.

These tables can be obtained through the 1990 Census Summary Tape Files 1A and 3A which are on CD-ROM. Census data should be available through local planning Departments, colleges, the State Census Data Center or, as a last resort, HCD. See Appendix F for a listing of State and regional Census Data Centers. Additional information on accessing the proper tables is included in either the instructions or the application form for each activity (the colored-paper sections of the application).

Counties are reminded that County-wide Census Tables contain the data for the cities within a county. All city data must be mathematically removed in order to accurately depict the unincorporated portion of a county. If you need help determining the necessity of this operation for any of your county's Census need indicators, please contact your CDBG Representative.

SAMPLE TABLE NAME	ACTIVITIES FOR WHICH THE TABLE IS REQUIRED
Renter Overpayment- <i>Summary Tape File 3A, Table H50</i>	Housing Acquisition Housing New Construction
Overcrowding- <i>Summary Tape File 1A, Table H21</i>	Housing Acquisition Housing New Construction Rehabilitation
Percent of Housing Stock Over 30 Years of Age- <i>Summary Tape File 3A, Table H25</i>	Rehabilitation
Homeowner and Rental Vacancy Rates- <i>Summary Tape File 1A, General Profiles</i>	Housing Acquisition (Rental Projects Only) Housing New Construction
Homeownership Rate- <i>Summary Tape File 3A, General Profiles</i>	Housing Acquisition (Homebuyer Assistance only)

RENTER OVERPAYMENT

1990 Census Of Population And Housing Summary Tape File 3A

040 California
050 Alpine County

HOUSEHOLD INCOME IN 1989 BY GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME IN 1989

Universe: Specified renter-occupied housing units

	(Add the number of housing units above, and below, the underline)
Less than \$10,000:	
Less than 20 percent	4
20 to 24 percent	<u>0</u> 4 (paying less than 25%)
25 to 29 percent	0
30 to 34 percent	0
35 percent or more	28 28 (paying 25% or more)
Not computed.....	2
\$10,000 to \$19,999	
Less than 20 percent	10
20 to 24 percent	<u>1</u> 11 (paying less than 25%)
25 to 29 percent	1
30 to 34 percent	10
35 percent or more	5 16 (paying 25% or more)
Not computed.....	40
\$20,000 to \$34,999:	
Less than 20 percent	21
20 to 24 percent	<u>10</u> 31 (paying less than 25%)
25 to 29 percent	5
30 to 34 percent	0
35 percent or more	4 9 (paying 25% or more)
Not computed.....	9
\$35,000 to \$49,999:	
Less than 20 percent	38
20 to 24 percent	<u>0</u> 38 (paying less than 25%)
25 to 29 percent	0
30 to 34 percent	0
35 percent or more	0 0 (paying 25% or more)
Not computed.....	0
\$50,000 or more:	
Less than 20 percent	23
20 to 24 percent	<u>0</u> 23 (paying less than 25%)
25 to 29 percent	0
30 to 34 percent	0

35 percent or more0
 Not computed.....3

0 (paying 25% or more)

Add up those paying less than 25%	Add up those paying 25% or more	Add the sums together	Divide the number of households paying 25% or more by the total number of households.
4	28	107	53 / 160 = 33% is the percent of renter households paying 25% or more of income for gross rent
11	16	<u>53</u>	
31	9	160	
38	0		
<u>23</u>	<u>0</u>		
107	53		

OVERCROWDING

1990 Census Of Population And Housing Summary Tape File 1A

040 California

050 Alpine County

PERSONS PER ROOM

Universe: Occupied housing units

0.50 or less.....	273
0.51 to 1.00.....	<u>155</u>
1.01 to 1.50.....	16
1.51 to 2.00.....	6
2.01 or more.....	0

Housing units with one or fewer persons per room	Housing units with more than one person per room	Total number of housing units (Add the sums together)
273	16	428
<u>+155</u>	<u>+6</u>	<u>+22</u>
428	22	450

Divide the number of housing units with more than one person per room by the total number of housing units.

22 / 450 = 4% This is the percent of units overcrowded.

PERCENT OF HOUSING STOCK OVER 40 YEARS OF AGE (1960)

1990 Census Of Population And Housing Summary Tape File 3A

040 California

050 Alpine County

YEAR STRUCTURE BUILT

Universe: Housing units

1989 to March 1990.....	132
1985 to 1988.....	98
1980 to 1984.....	153
1970 to 1979.....	569
1960 to 1969.....	<u>208</u>
1950 to 1959.....	34
1940 to 1949.....	36
1939 or earlier.....	89

Add up the units newer than 30 years	Add up the units older than 30 years	Total housing units (Add the sums together)	Divide housing units older than 30 years by total housing units
132	34	1,166	159 / 1,325 = 12% is the percent of the housing stock over 30 years of age (1960)
98	36	+ <u>159</u>	
153	+ <u>89</u>	1,325	
569	159		
+ <u>208</u>			
1,166			

HOMEOWNER AND RENTAL VACANCY RATES (Go to page 2 of this table)

1990 Census of Population and Housing
040 California
050 Alpine County

Page 1

Total population.....	1,113
SEX	
Male.....	590
Female.....	523
AGE	
Under 5 years.....	79
5 to 17 years.....	203
18 to 20 years.....	36
21 to 24 years.....	65
25 to 44 years.....	414
45 to 54 years.....	128
55 to 59 years.....	55
60 to 64 years.....	49
65 to 74 years.....	48
75 to 84 years.....	31
85 years and over.....	5
Median age.....	33.3
Under 18 years.....	282
Percent of total population.....	25.3
65 years and over.....	84
Percent of total population.....	7.5
HOUSEHOLDS BY TYPE	
Total households.....	450
Family households (families).....	266
Married-couple families.....	195
Percent of total households.....	43.3
Other family, male householder.....	25
Other family, female householder.....	46
Nonfamily households.....	184
Percent of total households.....	40.9
Householder living alone.....	134
Householder 65 years and over.....	25
Persons living in households.....	1,112
Persons per household.....	2.47
GROUP QUARTERS	
Persons living in group quarters.....	1
Institutionalized persons.....	0
Other persons in group quarters.....	1
RACE AND HISPANIC ORIGIN	
White.....	806
Black.....	6
Percent of total population.....	0.5
American Indian, Eskimo, or Aleut.....	281
Percent of total population.....	25.2
Asian or Pacific Islander.....	5
Percent of total population.....	0.4
Other race.....	15
Hispanic origin (of any race).....	74
Percent of total population.....	6.6

Total housing units.....	1,319	
OCCUPANCY AND TENURE		
Occupied housing units.....	450	
Owner occupied.....	258	
Percent owner occupied.....	57.3	
Renter occupied.....	192	
Vacant housing units.....	869	
For seasonal, recreational, or occasional use.....	592	
Homeowner vacancy rate (percent).....	1.5	← ← ←
Rental vacancy rate (percent).....	55.5	← ← ←
Persons per owner-occupied unit.....	2.43	
Persons per renter-occupied unit.....	2.53	
Units with over 1 person per room.....	22	
UNITS IN STRUCTURE		
1-unit, detached.....	746	
1-unit, attached.....	132	
2 to 4 units.....	67	
5 to 9 units.....	18	
10 or more units.....	68	
Mobile home, trailer, other.....	288	
VALUE		
Specified owner-occupied units.....	194	
Less than \$50,000.....	10	
\$50,000 to \$99,000.....	68	
\$100,000 to \$149,000.....	68	
\$150,000 to \$199,999.....	24	
\$200,000 to \$299,999.....	13	
\$300,000 or more.....	11	
Median (dollars).....	113,200	
CONTRACT RENT		
Specified renter-occupied units paying cash rent.....	161	
Less than \$250.....	46	
\$250 to \$499.....	83	
\$500 to \$749.....	28	
\$750 to \$999.....	2	
\$1,000 or more.....	2	
Median (dollars).....	349	
RACE AND HISPANIC ORIGIN OF HOUSEHOLDER		
Occupied housing units.....	450	
White.....	359	
Black.....	1	
Percent of occupied units.....	0.2	
American Indian, Eskimo, or Aleut.....	82	
Percent of occupied units.....	18.2	
Asian or Pacific Islander.....	3	
Percent of occupied units.....	0.7	
Other race.....	5	
Hispanic origin (of any race).....	19	
Percent of occupied units.....	4.2	

HOMEOWNERSHIP RATE

1990 Census of Population and Housing
040 California
050 Alpine County

Page 1

Total housing units..... 1,319

YEAR STRUCTURE BUILT

1989 to March 1990.....	132
1985 to 1988.....	98
1980 to 1984.....	153
1970 to 1979.....	569
1960 to 1969.....	208
1950 to 1959.....	34
1940 to 1949.....	36
1939 or earlier.....	89

BEDROOMS

No bedroom.....	24
1 bedroom.....	232
2 bedrooms.....	350
3 bedrooms.....	488
4 bedrooms.....	207
5 or more bedrooms.....	18

SELECTED CHARACTERISTICS

Lacking complete plumbing facilities.....	69
Lacking complete kitchen facilities.....	39
Condominium housing units.....	48

SOURCE OF WATER

Public system or private company.....	1,018
Individual drilled well.....	164
Individual dug well.....	10
Some other source.....	127

SEWAGE DISPOSAL

Public sewer.....	773
Septic tank or cesspool.....	451
Other means.....	95

Occupied housing units..... **450**

(Also see page 2 of this table)

HOUSE HEATING FUEL

Utility gas.....	6
Bottled, tank, or LP gas.....	153
Electricity.....	34
Fuel oil, kerosene, etc.....	26
Coal or coke.....	0
Wood.....	217
Solar energy.....	4
Other fuel.....	5
No fuel used.....	5

YEAR HOUSEHOLDER MOVED INTO UNIT

1989 to March 1990.....	142
1985 to 1988.....	136
1980 to 1984.....	93
1970 to 1979.....	42
1960 to 1969.....	25
1959 or earlier.....	12

TELEPHONE

No telephone in unit.....	78
---------------------------	----

VEHICLES AVAILABLE

Occupied housing units.....	450
None.....	20
1.....	159
2.....	132
3 or more.....	139

MORTGAGE STATUS AND SELECTED MONTHLY OWNER COSTS

Specified owner-occupied housing units..... **180** **(180 / 450 = 40%)** Divide the specified owner-occupied housing units by the occupied housing units to get the rate.

mortgage.....	121
Less than \$300.....	10
units	
\$300 to \$499.....	11
homeownership	
\$500 to \$699.....	24
\$700 to \$999.....	43
\$1,000 to \$1,499.....	23
\$1,500 to \$1,999.....	7
\$2,000 or more.....	3
Median (dollars).....	857
Not mortgaged.....	59
Less than \$100.....	2
\$100 to \$199.....	24
\$200 to \$299.....	22
\$300 to \$399.....	5
\$400 or more.....	6
Median (dollars).....	209

SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN 1989

Specified owner-occupied housing units.....	180
Less than 20 percent.....	74
20 to 24 percent.....	18
25 to 29 percent.....	21
30 to 34 percent.....	8
35 percent or more.....	59
Not computed.....	0